



## Job interview

Equal treatment is essential in a job interview. How can you stay alert to conscious and unconscious biases? These tips help you make choices based on competencies, skills and talents.



*A careful job interview helps you find the right student.*



A good job interview starts with good preparation. Think about an introduction to the company and what you can offer the student. Prepare a list of questions about qualities, competences and skills. Ask all students these questions so everyone gets an equal chance.

## What works

- Take time to welcome the student.
- Conduct all interviews in the same structured way using a question list.
- Share something about yourself, the company and the tasks.
- Be curious about the student.
- Align expectations.
- Ask what the student wants to learn.
- Focus the conversation on mutual connection, not only on skills and qualities.

## What doesn't work

- Squeezing job interviews in between other tasks.
- Deciding where the student will work only after hiring.
- Overwhelming the student with questions during the interview.
- Being guided by conscious and unconscious biases and assumptions.

### More training and tools

SBB supports workplace trainers in guiding students with different training courses and tools. Discover our full range at [s-bb.nl](https://s-bb.nl) or contact your work placement advisor.