

Job Search

Guide to the job interview



Pharmadanmark

Introduction to the job interview

The job interview is often associated with nerves and “butterflies in your stomach”. If the nerves take over, remind yourself that the company wants to meet you in person because they see you as a strong match for the role.

Your application and CV have delivered results, and you are now one step further in your job search process – the job interview.

At the interview, your main task is to present yourself clearly. Overall, you need to demonstrate that you have a strong understanding of:

1. What you want – your motivation for the role and the company
2. What you can do – your skills and potential in relation to the role
3. Who you are – your personality and the personal competencies you will bring to the job



During a job interview process, you will typically be assessed across three main areas. If you are applying for a leadership role, you may also be asked about your leadership foundation or management style. You may also be asked about your values and attitudes.

Before the interview

Preparation is essential. The more background knowledge you have about a specific role and/or company, the better prepared you will be for a job interview.

- Review the job posting/description and your application materials again
- Look up the people you will be meeting on LinkedIn. This will give you an overview of their background and how long they have been with the company
- Find information about the company on their website or other publicly available sources. For example, read about their values, mission, products, portfolio, and market position. Remember, this is not an exam where you are expected to know every detail, but it is important to have a general understanding
- If you know someone who works at the company, it can be a good idea to speak with them beforehand. This can give you insight into the organisation and its culture. However, be careful not to form conclusions based on one or a few subjective opinions—keep an open mind and form your own impressions during the interview

Use an AI tool to prepare for your job interview

You can use an AI tool as a sparring partner when preparing for your job interview. It can help you understand common questions, structure your answers, and practise your presentation.

For example, you can:

- Practise answering common questions such as “Tell me about yourself” or “What motivates you?”
- Get help formulating concrete examples of your skills and results
- Simulate a job interview where the AI tool asks questions and provides feedback
- Get guidance on how to connect your experience to the specific role
- Prepare relevant questions for the employer



To get the most out of it, you should be as specific as possible in your prompts—for example, by including the job posting and describing your background. The more context you provide, the more targeted the support will be.

During the interview

Job interviews can vary significantly in terms of length, content, and format. It all depends on the type of role you are applying for and the type of interviewer(s) you meet during the process. It is very common to have two or more interviewers present. In the public sector, interviews are often conducted by a hiring panel, which means several people may attend the interview. It is important to engage with all participants so that no one feels overlooked. Focus on the person leading the conversation, but make sure your answers are directed to everyone in the room.

Be aware that when there are multiple interviewers, they may have different roles. One may be your future colleague, another your future manager, and a third may represent HR. This can influence the types of questions they ask.

You should also be prepared to continue part of the interview in Danish or English.

It is important that you:

- Communicate with clarity and structure
- Provide concrete examples of tasks, strengths, and competencies relevant to the role
- Describe your behaviour with specific examples – identify the personality traits that define you and align with the job
- Clearly explain the value you can bring to the role
- Demonstrate self-awareness. We all have strengths and areas for improvement. It is not enough to highlight what you excel at—you should also be able to reflect on your challenges

Your body language speaks volumes

It is important to be aware of your body language and communication. In communication, body language has a significant impact. Being conscious of this effect is especially important during a job interview. What you say carries less weight if your body language signals something different. Therefore, always pay attention to:

- Posture
- Voice (tone, volume, pace, articulation)
- Eye contact



The interviewer may ask questions that you find difficult to answer or uncomfortable. You decide your own boundaries for what you are willing to answer. You cannot predict which questions you will be asked, but it is a good idea to prepare for some of the common ones below.

Questions you may typically encounter:

1. Tell me briefly about yourself (your professional profile and key experience)
2. Why did you apply for this role?
3. What motivates you in your work?
4. Which tasks and results from your most recent role are most relevant here?
5. Tell me about a specific success – what did you do, and what was the outcome?
6. Tell me about a challenge or mistake – what did you learn?
7. What gives you energy – and what drains you?
8. How do you work best (e.g. structure, collaboration, independence)?
9. How would you describe your collaboration style?
10. What has worked well for you in collaboration with previous managers?
11. How should you be managed to perform at your best?
12. Why do you want to leave your current job?
13. Is there anything in your CV you would like to elaborate on (e.g. job changes or gaps)?
14. What are your professional ambitions in the short and long term?
15. What would your colleagues or manager say about you?
16. What do you know about us – and do you have any questions about the role or the company?

You may also be asked about your salary expectations. Use Pharmadanmark's [Salary calculator](#) and, if needed, contact jura@pharmadanmark.dk for guidance on your expectations.

After the job interview

After the interview, it can be a good idea to evaluate your performance. There are valuable insights you can use next time.

Reflect on how the interview went:

- What do you think went well?
- Did you like the workplace and the people you met?
- How did you experience the interviewer(s)' behaviour?
- How did you experience your own behaviour?
- Did you feel overqualified or underqualified?
- Are you still interested in the role?
- Has the interview led to any follow-up actions from your side? Do you need to send additional material? What was agreed as the next step?

There is always something that can be improved in an interview. What would you aim to do better next time — and how?



The digital job interview

Digital interviews have existed for many years, but during COVID-19, recruitment processes were widely conducted via digital platforms—especially in the initial screening stages. Here are a few useful tips for the digital job interview.

Before the interview

If you are not very experienced with different platforms, it can be a good idea to arrange a test meeting with a friend to practise beforehand.

Get the technical setup right

Technical issues can be disruptive. It is therefore important to ensure that your internet connection is stable and that your webcam, microphone, and speakers are working properly.

- Test the quality of your microphone. If your computer's built-in microphone is not sufficient, use an external microphone
- Make sure your internet connection is fast and stable enough to prevent interruptions to video and audio during the interview. Closing unnecessary programmes may help resolve any issues

Manage your surroundings and appearance

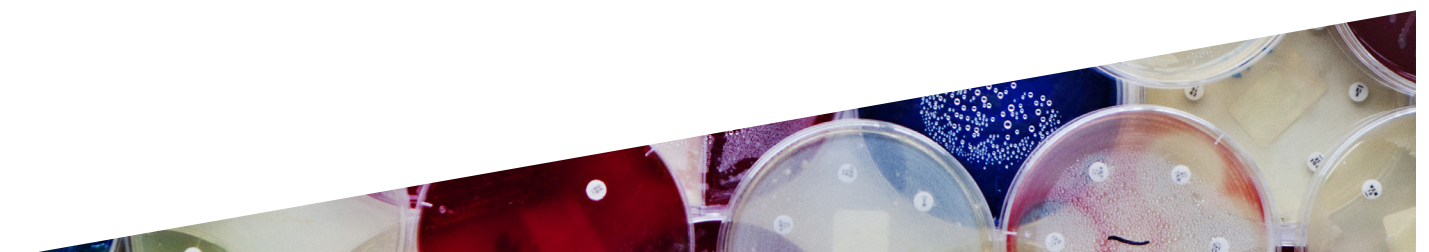
- Consider where you will sit. Choose a place where you will not be disturbed during the interview. A quiet environment gives you space to perform at your best
- Make sure your surroundings are tidy. A pile of laundry in the background does not signal professionalism
- Ensure good lighting. Use indirect light to illuminate your face, and avoid strong light behind you, as it can make you appear as a silhouette
- Dress as you would for an in-person interview. You may also want to check that your clothing looks natural on screen

Preparation is essential – especially now

For all interviews—whether in person or digital—preparation is key. However, digital interviews require a bit more from you. There can be a tendency to read from your CV or prepared notes placed in front of you. It is important that you come across as natural and present. Therefore, you should practise what you want to say to avoid reading aloud and losing connection with your potential employer.

During the interview

- When you turn on your camera, you will be visible to the other person
- Look directly into the webcam as often as possible to create “eye contact” – this gives the best impression
- Be aware that delays may occur. Listen carefully to what the interviewer says and allow slightly more time in the conversation than you normally would
- Stay focused and use your body language as if you were sitting in the same room as the interviewer



Three quick tips

- Remember that it rarely works in your favour to speak negatively about previous workplaces or managers
- Be prepared to support all your competencies with concrete examples
- Remember that the company is not only choosing you—you are also choosing them as your employer. Ask about their day-to-day work and priorities so you have more to base your decision on than just the job description and a list of tasks

Book a session

with a career advisor at Pharmadanmark at karriere@pharmadanmark.dk if you need guidance.



