

## CAREER SERVICES WORKSHOP

In partnership with Espírito Santo Private Bank

# Recruitment: How to Prepare for a Job Interview

**Objective** What are recruiters' expectations and how do you get ready for an interview? What main questions do recruiters focus upon during first interviews? This workshop aims at providing tools that will allow you to better define and understand employers' needs and objectives; it demystifies the recruitment process in order to allow participants to better manage the different steps rather than putting up with them. The workshop will be held in French.

**Date** Friday, 26 September 2008

**Time** 9 am to 12 noon

**Room** S2 - Villa Barton

**Fee** Free of charge

**No. of participants** Up to 40

**Registration** [career@graduateinstitute.ch](mailto:career@graduateinstitute.ch)

**Presented by** Stéphane Haefliger, a sociologist specialised in work management and communication and, since 2005, HR Director at Espirito Santo Private Bank. He was previously Personal Counsellor to the Head of the Economy Department of the Canton de Vaud and, from 2001 to 2006, was in charge of a HR Counselling department at KPMG. Besides his professional activities and after teaching for over six years at the University of Lausanne's MBA programme, he is now Senior Lecturer at the Psychology Institute.