

Interview Preparation Tips

Saudi Employment Office

Dear Candidate,

We would like to congratulate you on your selection for an interview with Saudi Aramco. Our hiring team is looking forward to meeting with you to better understand your background and experience.

This document has been prepared to help you understand what to expect during the hiring process and to provide you with tips for the interview.

Before the Interview

1. **Be Punctual:** We recommend that you arrive for the interview approximately 15 minutes before your scheduled time. Please report to the reception area where you will be met by your Employment Representative who will ask for a copy of your National ID prior to the interview.
2. **Interview Attire:** First impression matters so please wear formal conservative dress.
3. **Mobile Phones:** Prior to entering the interview room, remember to turn your mobile phone off or place your phone on silent to prevent any distractions during the interview.

During the Interview

1. **Introduction:** Be prepared to introduce yourself, highlight your background, and share the reason(s) you are interested in employment with Saudi Aramco.
2. **Interview Questions:** You will be asked questions by the interview team about your previous experience, certifications, and training to gather information about you and your suitability for the position you are applying for.

The interview team will ask Competency Based Questions. You can prepare for this type of interview by thinking of specific examples of key achievements you may wish to share. A recommended strategy in answering these types of questions is following the STAR Model:

- Describe the **S**ituation
- Share the **T**ask you had to accomplish
- What **A**ction you took
- Describe the **R**esults and your contributions

The interview committee wants you to perform your best during the interview. Therefore, please let them know if you would like them to repeat or phrase a question differently. If you require time to think about a question and prefer to return to the question later in the interview, please inform the team you would like to come back to the question later.

3. **Body Language:** Your body language is important in reflecting your level of interest in a position with Saudi Aramco. Therefore, we recommend that you maintain a proper sitting posture and maintain eye contact with the interview team during the interview.

4. **Language:** The interview will be conducted in English so please be prepared to answer all of the questions in the English language.
5. **Showcase your accomplishments:** Although not mandatory, you may wish to bring copies or samples of work to share with the interview team.
6. **Ask Questions:** The interview is as much an opportunity for you to get to know us as for us to get to know you. Therefore, feel free to ask questions during your interview about the Company or the position you are interviewing for. Please note that all questions relating to Grade Code, salary, and the recruiting process will be answered by your Employment Representative and not the interview team.

After the Interview

1. It is a good practice to thank the interviewers prior to exiting the room. Once your interview is finished, you will be asked to return to the reception area where your Employment Representative will be available to provide you information on next steps.
2. Saudi Employment will try to provide further information to you on the hiring process within two weeks of your interview.
3. Please understand that participating in an interview does not guarantee employment with Saudi Aramco.

Questions and Further Support

For questions and queries about the hiring process, please feel free to contact us through the Recruitment Hotline. Our Recruitment team is available from 7 a.m. - 3 p.m. at 011 297 8775 or 800 302 444 “toll free, KSA only” to answer your general queries.

We wish you all the best in your upcoming interview.

Saudi Employment Team