



English JOB Interview Course

Prepare for your Interview
in less than 2 weeks!

By listening and answering questions

IF YOU WANT TO SUCCEED:

- ✓ Show **enthusiasm** for the position and company.
- ✓ Be **concise**. Always answer the question asked.
- ✓ **Be yourself** and show the employer why you are **unique**.
- ✓ Be prepared to answer **uncomfortable** questions.
- ✓ Practice. Practice. Practice.
- ✓ Don't focus only on your qualifications, strengths, and weaknesses.
- ✓ Focus on **what the employer expects from you**.
- ✓ The employer wants to hire someone who matches the qualifications for the job, and that will have a great performance in the enterprise.

COMMON MISTAKES:

- Not knowing yourself well enough. (Your skills, goals, strengths or weaknesses)
- Not being on time.
- Not researching the company.
- Not getting to the point. (Not being concise)
- Not putting yourself in the interviewer's shoes. (And focus more on what you want from the position)
- Not being honest.

TELEPHONE AND VIDEO CONFERENCE INTERVIEW TIPS:

- ✓ Disable your alarms or any other distractions.
- ✓ If your interview is over the phone, smile, and make gestures. This way you can add personality to your voice.
- ✓ Dress professionally. It will help you get into the interview mode.
- ✓ Perform several test video calls before the job interview.

- ✓ Get comfortable seeing yourself on camera.

HOW TO ANSWER THE QUESTIONS?

- ✓ Structure your answers by entering **KEYWORDS** and not long phrases.
- ✓ Write them down on a piece of paper.
- ✓ Each time you answer a question, **check your keywords**.

✓ You'll notice how this trick will help **you respond more naturally**.

✓ Practice your speaking with the mini-story technique.

1.WHY SHOULD I HIRE YOU?

Georgiana's Comment:

Many people focus mainly on **what to answer**, but it is vital **how you answer**. The interviewer will take a close look at your self-confidence and preparation, so it is critical that you prepare this beforehand.

Memorize 3-4 good aspects **that fit with the job** requirements. They can be specific skills, backgrounds, degrees, etc. Then you can mention them.

Tips:

Focus on the company's needs:

- Don't say things like: *I need the money; the location is close to where I live.*

✓ Be natural: Don't mention just the aspects like a robot.

✓ Be concise.

Similar questions

- Why are you the best candidate for the job?
- Why do you want this job?
- What would you bring to the position?
- Tell me something that is not on your CV (resume).

Vocabulary:

In an interview, you **sell yourself**. You can use some of these words:

- confident, proactive, adaptable/flexible, reliable, determined, efficient, experienced, innovative, methodical, trustworthy, team worker, self-disciplined, practical, supervision

- empathetic, enthusiastic, motivated, outgoing, friendly.

Example:

WHY SHOULD I HIRE YOU?

"Well, this position requires to be **proactive** and to work without **supervision**. I worked in a similar position for five years with excellent results. In general, I am quite **self-disciplined** because I am usually **enthusiastic** and **motivated**. My degree in engineering helps me to be able to solve a variety of problems, but because I am an **outgoing** person, I can easily work in a team."

Now let's practice this example with a mini-story:

Mini-Story

(Improve your speaking!)

Here's how the mini-story technique works:

I give you information about something. I ask questions

about this information. After each question, there is a silence for about 5-6 seconds. Try to answer the question. Short answers are fine. After the silence, I will give you an answer so you can compare. Of course, you can pause and look at the text if you want to. Remember that a short, quick answer is better than a slow, hesitant one. Repeat the process as many times as you need.

Let's get started!

Jason is a proactive man who likes working without supervision.

Are you Jason?

Yes. My name is Jason.

Jason, are you lazy?

No. No. I'm not lazy. On the contrary, I'm proactive. I'm a proactive man.

Do you prefer to work under supervision?

No. I don't prefer to work under supervision. I prefer to work without any supervision.

He worked in a similar position five years ago with excellent results.

Did you work in a similar position three years ago?

No. No. Not 3 years ago. I worked in a similar position 5 years ago.

Did you work in a different position?

No! I didn't work in a different position. I worked in a similar position.

When did you work in a similar position? Last year?

Not last year but five years ago. I worked in a similar position five years ago.

In general, he's quite self-disciplined because he's usually enthusiastic and motivated.

Jason, are you self-disciplined?

Yes! I'm self-disciplined.

Why are you, self-disciplined? Why?

Because I'm enthusiastic and motivated about my work.

What keeps you self-disciplined? What's your secret?

I'm self-disciplined because I'm usually motivated about my job.

It's easy for me to work in a team because I'm an outgoing person.

His degree in engineering helps him to solve a variety of problems.

Do you have a degree?

Yes! I have a degree.

Do you have a degree in science?

No. No. I don't have a degree in science. I have a degree in engineering.

Are you a problem solver?

Yes. I'm a problem solver. In fact, I can solve a variety of problems.

He's an outgoing person, so he can easily work in a team.

Jason, are you shy?

No. No. I'm not shy at all. I'm an outgoing person.

Is it difficult for you to work in a team?

No! It isn't difficult for me to work in a team. It's quite easy, actually.

And why is it easy for you to work in a team?

2. TELL ME ABOUT YOURSELF.

Georgiana's comment:

My suggestion is to put yourself in the shoes of the interviewer to imagine what he or she needs to know about you.

Tips:

- Don't give a long recitation of your CV (resume).
- It isn't the time to mention that you love dancing and poker.
- ✓ Give a concise answer; this means that you should get to the point or to keep it short.
- ✓ Include the most relevant **experience** that shows that you are the best candidate for this position.
- ✓ Share some information about your **achievements** and **goals**.

Similar questions:

- What would you like me to know about you?
- What should I know about you?
- Can you just walk me through your background?

Vocabulary:

Introvert, dedicated, hardworking, confident, dependable, and outstanding

Example:

TELL ME ABOUT YOURSELF.

"I have spent the last three years developing my skills as a customer service manager for HM Company, where I have won several awards, and I have been promoted twice. I am excited about managing teams and solving customer problems, and I am looking for a new role that will challenge me."

Let's practice this example with a mini-story:

Mini-Story

(Improve your speaking!)

Remember to give short answers. You can compare your answer with mine. And repeat the process as many times as you need.

Let's get started!

Tom has spent the last three years developing his skills as customer service manager for HM Company.

Tom, how many years of experience do you have as a customer service manager?

Three years. I have spent three years working as a customer service manager.

Have you worked as a customer service manager for only one year?

No. No. I haven't worked only for one year. I have worked as a customer service manager for three years.

Have you worked for HM Company or MH?

No. I haven't worked for MH. I worked as a customer service manager for the HM Company.

There he had won several awards and had been promoted twice.

Did you get to win anything while working at HM?

Yes. There I had won several awards.

Have you ever been promoted in these three years?

Yes. I have been promoted twice. In these three years

I've been promoted twice.

Have you been promoted for times?

No. No. As I just said, in three years, I've been promoted twice. *He's excited about managing teams and solving customer problems.*

Do you get bored of managing teams?

No. I don't ever get bored. In fact, I'm really excited about managing teams.

What do you get excited about?

About managing teams. I get excited about managing teams.

Do you consider yourself a problem solver?

Yes. Yes. I'm a problem solver. I'm excited about solving customer problems.

Tom is looking for a new role that will challenge him.

Are you looking for a similar role in our company?

No. I'm not looking for a similar role. I'm looking for a new role.

What kind of role? New or old?

New role. I'm looking for a new role. I'm not looking for an old

role.

Are you afraid of challenges?

No. No. I'm not afraid of challenges. In fact, I'm looking for a new role that will challenge me.

3. WHY ARE YOU INTERESTED IN WORKING FOR THIS COMPANY?

Georgiana's comment:

You will need to **research the company** and the **job description** so you can give an accurate answer. This question is **not about you and what you want**. The employer wishes to see that you are excited about the job offer and that you have spent some time learning about the company and the position.

Tips:

- Don't give a too-general answer that could apply to any company by saying something like this: *"It's great, and I'd love to work here."*

Similar questions:

- Why Should I Hire You?
- What Do You Know About Us?
- Why are you interested in this position?

Vocabulary:

excellent match, skills, develop, deliver

Example:

WHY ARE YOU INTERESTED IN WORKING FOR THIS COMPANY?

"I consider that my skills and experience make me an **excellent match** for the job requirements. Besides, I **like** the idea of helping to develop new projects, and I'm certain I could start delivering results from Day 1."

Let's practice this example with a mini-story:

Mini-Story

(Improve your speaking!)

Give short answers and repeat the process as many times as you need.

Let's start!

Lisa considers that her skills and experience make her an excellent match for the job requirements.

Lisa, do you have enough skills for this job?

Yes. I have enough skills for this job.

How about your experience? Do you have enough experience for this position?

Yes. I consider that I have enough experience and the skills for this position.

Do you think that you can match the job requirements?

Yes. I'm sure I'm a perfect match for the job requirements.

She likes the idea of helping to develop new projects.

Do you dislike the idea of developing projects?

No. I don't dislike the idea of developing projects. In fact, I like the idea of developing projects.

Old projects or new projects?

No. I don't like developing old projects. I prefer the new projects. I like the idea of developing new projects.

What would you like to do exactly? Starting your own company?

No. No. I wouldn't like starting my own company. I would like to develop new projects but not in my own company.

Lisa is certain that she could start delivering results from Day 1.

Lisa, are you certain that you could start delivering goods?

No. I'm not certain about delivering goods. I'm certain I could start delivering results.

Are you sure that you could start delivering results?

Yes. I'm sure that I could start delivering results.

When could you start delivering results? Right away or in one year?

Not in one year. I could start delivering results immediately. I could deliver results right away.

4. DESCRIBE YOUR CURRENT OR MOST RECENT JOB ROLE.

Georgiana's comment:

Be prepared to describe your **top achievements (accomplishments)** and responsibilities in this job. Focus on the most relevant areas to the work that you would be doing if hired.

Tips:

- Don't try to describe absolutely everything that you do. Focus on job requirements.
- ✓ Define any unfamiliar terms. Explain details that could be confusing.

Similar questions:

- What is your most recent/relevant experience?

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- Tell me about your experience.

Vocabulary:

achievements, accomplishments, responsibilities, right-hand man

Example:

DESCRIBE YOUR CURRENT OR MOST RECENT JOB ROLE.

"I am currently an administrative assistant. I am essentially the right-hand man, as I am in charge of our calendar, event planning, and I answer any questions one may have when visiting our company. My job is to take care of all the small details so that the manager can focus on the major projects at hand."

Now, it's time to practice with a mini-story:

Mini-Story

(Improve your speaking!)

Let's get started!

Stanley currently an administrative assistant. He's essentially the right-hand man.

Is Stanley the manager?

No. Stanley isn't the manager. He's the administrative assistant.

Is he currently the administrative assistant or five years ago?

Not five years ago. He's currently the administrative assistant.

Right now, he's the administrative assistant.

Is Stanley the right-hand man or the left-hand man?

Stanley isn't the left-hand man. He's the right-hand man.

He's in charge of the calendar, event planning, and he answers any questions one may have when visiting the company.

Does he have any responsibilities?

Yes. He has many responsibilities.

Is he in charge of the calendar?

Yes. He's in charge of the calendar.

Is he also in charge of event planning?

Yes. He's also in charge of event planning.

Does he have any other responsibility?

Yes. He answers any questions one may have when visiting the company.

His job is to take care of all the small details so that the manager can focus on the major projects at hand."

Does he take care of all the big details?

No. No. He doesn't take care of all the big details. He takes care of all the small details.

Why does he take care of all the small details?

So that the manager can focus on the major projects.

Can the manager focus on the major projects at hand?

Yes. The manager can focus on the major projects at hand.

5. WHERE DO YOU SEE YOURSELF IN FIVE YEARS?

Georgiana's comment:

What the employer wants to know **is for how long** are you planning to work for the company and **how well** you are going to fit in this position.

Tips:

- Don't overthink or hesitate too much! "Well, that's a tough question. I don't know what I'll be doing in 5 years..."

Show the employer that you are excited about the job and clarify that this is a significant step in your career right now.

Similar questions:

- What is your ideal job at this stage in your career?
- What are your long-term career goals?
- What are you looking for?
- How do you define success?

Vocabulary:

excel, big step, motivated, long-term, goal, position, impact

Example:

WHERE DO YOU SEE YOURSELF IN FIVE YEARS?

"In five years from now, I would like to **excel** in the **position** you are offering me and get involved in **long-term projects** as much as possible. I would love to see myself in the middle-level management position where I can make a positive **impact** on my subordinates."

It's time to practice with a mini-story:

Mini-Story

(Improve your speaking!)

Let's start!

*"In five years from now, I would like to **excel** in the **position** you are offering me."*

When would you like to excel in the position we're offering you?

Five years from now, I would like to **excel** in the **position** you are offering me.

Would you like to excel in the position we're offering you?

Yes. I'd like to excel in the position you're offering me. Or in other words, I'd like to outperform the position.

Who would like to excel in the position?

Me. Five years from now, I'd like to excel in the position you're offering me.

"I also want to get involved in long-term projects as much as possible."

Would you like to get involved in short-term projects?

No. I wouldn't like to get involved in short-term projects. I'd like to get involved in long-term projects.

How often would you like to get involved in long-term projects?

As much as possible. I'd like to get involved in long-term projects as often as possible.

"I would love to see myself in the middle-level management position, where I can make a positive impact on my subordinates."

Would you love to see yourself in the top-level management position?

No. Five years from now, I'd love to see myself in the middle-level management position.

Would you prefer to continue working as a low-level manager?

No. No. As I just said earlier, five years from now, I'd love to see myself in the middle-level management position.

Would you like to make a negative impact on your subordinates?

No! On the contrary. I'd like to make a positive impact on my subordinates.

This is only a sample

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