

JOB INTERVIEW



Researching yourself

If you want to get a good job you should possess certain qualities, features, characteristics. You know that there are strong candidates and not very strong ones. What are the features or qualities of both of them? Find the necessary words in the vocabulary list and fill in the following table.

Characteristics

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unable to use his knowledge to the full	not good at planning
motivated	can accept change
a bad team player	a highly effective communicator
looking for carrier perspectives	able to use his initiative
not enthusiastic	works better autonomously
agrees with everything	creates an adult-to adult relationship
neat and tidy	uses standard answers

“Tricky interview questions”

Interviewer: What do you see as your strengths?

Linda: I am organized and apply a systematic approach to my work. I believe in good time management. This enables me to get work done in time. I'm also able to prioritize my work and work under pressure if deadlines are moved forward. For example in my last job there were quieter periods and periods of high activity when there was a lot of pressure to complete tasks on time. I implemented a new system of managing the workload in our team and planning ahead. This way we were able to share the work more effectively and always ensure that we had the capacity to deal with increased pressure and any unexpected problems.

Rafa: Well, that's a difficult question to answer. I think I'm a very hard worker and somebody who takes pride in my work. Being very determined means that I always make sure that I complete work that I set myself. I'm reliable and good at working with other people. I can speak French and Spanish fluently and definitely feel that I have the skills that this job requires.

Linda vs Rafa???

“Tricky interview questions”

Interviewer: What are your weaknesses?

Linda: Well, my French is a bit rusty, so I have recently started evening classes to improve it. I used to be a bit disorganized at university but I’ve started using to-do lists, which has enabled me to prioritize tasks more efficiently.

Rafa: That’s a difficult question. I’d have to say that my main weaknesses are that I am a perfectionist and insist on everything being just right , and I am stubborn at times.

Linda vs Rafa???

“Tricky interview questions”

Interviewer: What do you like doing in your spare time?

Linda: I enjoy playing volleyball and was captain of the team during my last year at university. I still play regularly for a local club and love going away with the team for matches against other clubs. I’m a keen traveler. During the summer last year I spent a months in Africa working with volunteers at a national reserve. I’m currently planning an expedition to Thailand.

Rafa: In my free time I enjoy reading, going to the cinema, travelling and I also go swimming twice a week.

Linda vs Rafa???



Tell me about yourself.

**What is your
greatest weakness?**

**How do you handle stress
and pressure?**

What motivates you?

Describe your work style.

**What are your
passions?**

How to Answer the Interview Question, “What is Your Greatest Weakness?”

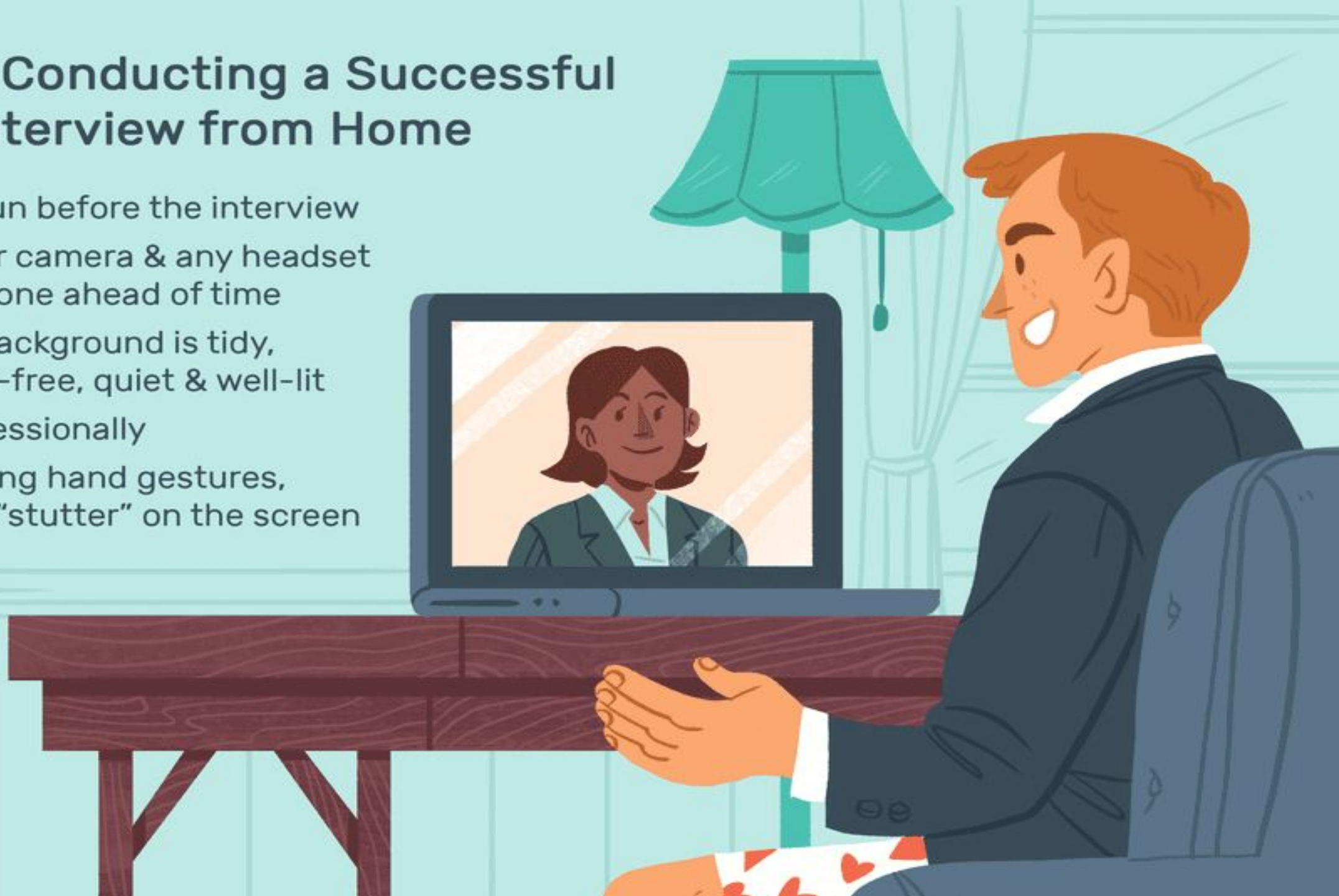
I'VE LEARNED TO
MAKE MY PERFECTIONISM
WORK TO MY ADVANTAGE...

- Discuss non-essential skills
- Mention skills you have improved
- Turn a negative into a positive
- Show that you're self-aware



Tips for Conducting a Successful Video Interview from Home

- Do a trial run before the interview
- Set up your camera & any headset or microphone ahead of time
- The ideal background is tidy, distraction-free, quiet & well-lit
- Dress professionally
- Avoid making hand gestures, which can “stutter” on the screen



HOW TO ANSWER...

Why does this job interest you?



Tailor your answer to show that the role is well suited for you



Avoid answers that emphasize the job's perks



Highlight your connection to the company's product or mission



Avoid generic answers



IT Interview Questions

What do you do to maintain your technical certifications?

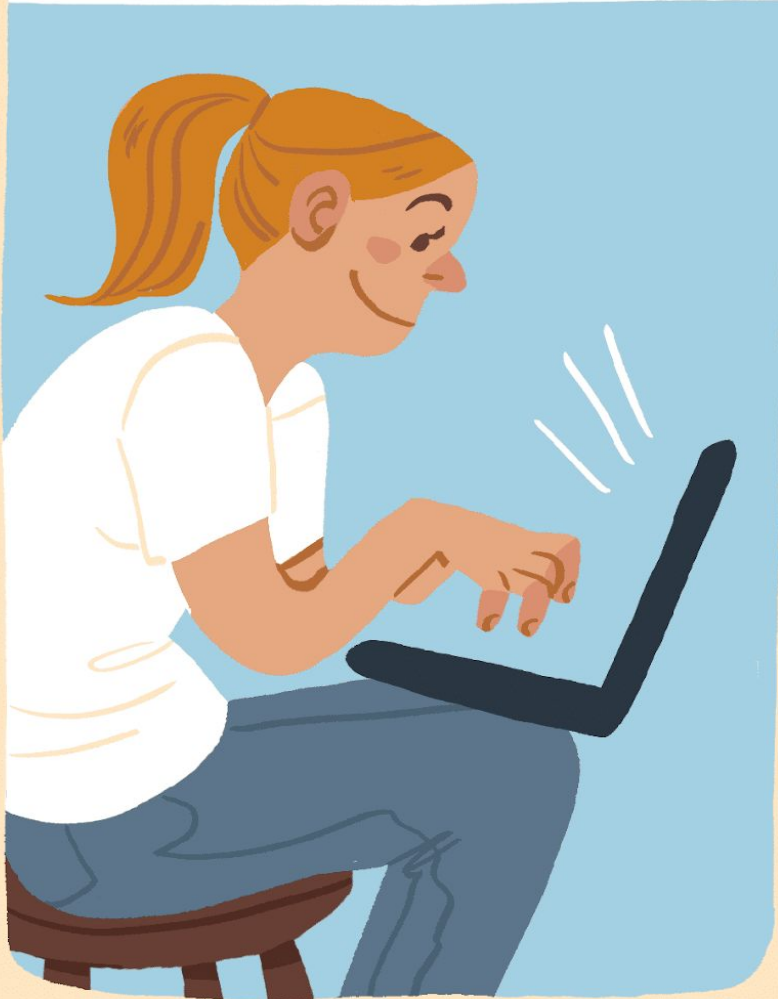
What technical websites do you follow?

What is the biggest IT challenge you have faced, & how did you handle it?



How to Answer "Why Do You Want to Work Here?"

Research the company ahead of time



Be specific about why you're a good fit



Emphasize what you can contribute



How to Answer "Why Are You the Best Person for the Job?"



Highlight your personal traits



Emphasize your special skills



Share examples of your achievements



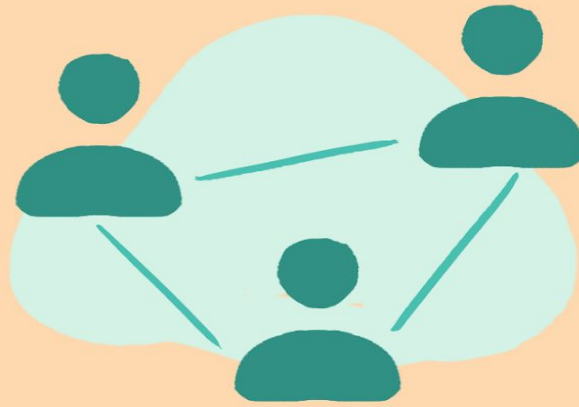
Discuss what makes you unique

What Exactly Are Soft Skills?

Soft skills are personal attributes needed for success on the job.



Time Management



Networking



Teamwork

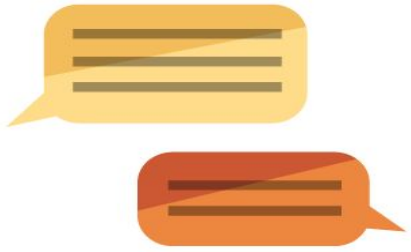


Creative Thinking



Conflict Resolution

The Top 10 Soft Skills



Communication



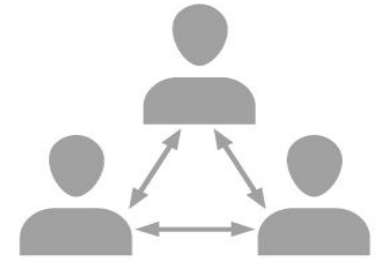
Self-motivation



Leadership



Responsibility



Teamwork



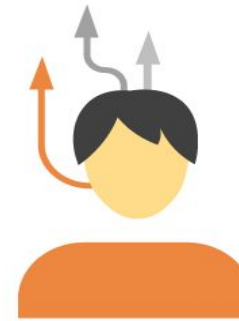
Problem solving



Decisiveness



**Ability to Work
Under Pressure
and Time Management**



Flexibility



**Negotiation
and Conflict Resolution**

*You may find different tips how to behave at an interview on the Internet or in special literature.
Look through the tips and say what tips are advisable/not advisable.*

1. Arrive ten minutes early.
2. Speak English with a friend before the interview.
3. Bring a close friend with you for support.
4. Take a copy of your CV and examples of your work with you.
5. Learn some impressive words and phrases to use in the interviews.
6. Memorize long answers to questions that you anticipate being asked.
7. Smile all the time.
8. Look at the interviewer.
9. Wear a suit and a tie (men) or a dress (women).
10. Keep quiet if you don't understand a question.
11. Speak softly.



PHONE SCREEN

ONE OF THE INITIAL INTERVIEWS AN EXECUTIVE WILL COME ACROSS. IF YOU RECEIVE A SPUR-OF-THE-MOMENT CALL, ASK TO SCHEDULE A MORE APPROPRIATE TIME.



TRADITIONAL

MOST EXECUTIVES HAVE PARTICIPATED IN THESE. FOCUS ON HIGHLIGHTING HOW YOUR SKILLS, EXPERIENCE, AND ACCOMPLISHMENTS PROVE YOU ARE THE BEST CANDIDATE FOR THE ROLE.



VIDEO

SAVES THE CANDIDATE AND COMPANY MONEY ON TRAVEL COSTS, BUT STILL ALLOWS INTERVIEWERS TO OBSERVE THE CANDIDATE'S CHARACTER. PREPARE FOR THESE AS YOU WOULD FOR AN IN-PERSON INTERVIEW.



GROUP

THE HIRING TEAM INTERVIEWS A NUMBER OF CANDIDATES AT THE SAME TIME. THIS IS NOT VERY COMMON FOR MOST EXECUTIVE ROLES.



PANEL

PANEL INTERVIEWS CONSIST OF NUMEROUS INTERVIEWERS ASKING A CANDIDATE QUESTIONS. THESE INTERVIEWERS BRING VIEWPOINTS FROM DIFFERENT DEPARTMENTS WITHIN THE COMPANY.



LUNCH OR DINNER

THIS INTERVIEW IS MEANT TO SEE HOW YOU FIT WITH THE REST OF THE TEAM, NOT TO PROVIDE YOU WITH A FREE MEAL. EAT SOMETHING LIGHT AND CLEAN SO THAT YOU ARE NOT DISTRACTED.



STRENGTH-BASED

UNCOVERS WHAT THE CANDIDATE "LOVES TO DO" INSTEAD OF WHAT THEY "CAN DO." COMPANIES CONDUCTING THESE WANT TO BE SURE THE CANDIDATE IS PASSIONATE ABOUT THE ROLE.



INFORMATIONAL

INVESTIGATIVE MEETINGS WHERE THE CANDIDATE IS NOT BEING CONSIDERED FOR A PARTICULAR ROLE. OVER-PREPARE, KEEP YOUR EXPECTATIONS LOW, AND APPROACH THE CONVERSATION WITH GRATITUDE.



BEHAVIORAL

TESTS YOUR SELF-AWARENESS BY FOCUSING ON WHAT YOU HAVE DONE IN DETAILED SCENARIOS. THE INTERVIEWER'S MAIN OBJECTIVE IS TO TRY TO UNCOVER HOW YOU SOLVE PROBLEMS.



TYPES of JOB INTERVIEW

Home task

Watch the video and
answer the following questions:

1. How does Steve react when the security camera talks to him?
2. Why is he so nervous?
3. Has the security camera talked to other job candidates before?
4. Does Steve know a lot about the company? Why? / Why not?
5. What is the most important part of an interview?
6. Does the security camera help Steve?
7. Why, according to the security camera, is Steve the ideal candidate?
8. What does the company sell?