

PREPARING FOR A JOB INTERVIEW

With this resource you'll be prepared for a job interview in English. You'll know how to research information about the company and the job, the types of questions you'll likely be asked, how to practice your replies, and what to ask the interviewer.

Take enough time to go over this PDF and do the preparation outlined below.



Know your strengths

➔ This section will help you understand what your strong suits are and how to discuss them in an interview.

- Make a list of all the things that come easily to you and that you're good at.
- What would people you know say about your positive characteristics and skills? List 3-4 characteristics that you'd like to highlight in a job interview.
- Make a list of your professional accomplishments. Focus on those that are more recent and related to the position you are interviewing for.
- Write about 1-2 conflicts that you have resolved at previous work , or alternatively - how you would potentially resolve a certain type of conflict.
- Practice talking about yourself as if it's your best friend speaking.

Do your research

➔ **This section will help know what information to look for, and where to look for it, in order to gain insight into the company and position you'll be applying for..**

- Learn about the company and if possible, who will be interviewing you. Review their LinkedIn profile.
- Search Glassdoor.com to read company reviews and get salary information.
- Search LinkedIn to see if you have connections with people working in the company. If you do, ask them for a referral.
- Read job descriptions for the same position in different companies. Collect common terms and vocabulary used in those job descriptions and see how you can integrate those terms when talking about yourself.
- List all the areas where your experience is aligned with the requirements of the role.

Tackle objections

➔ **This section will help you understand what your weak points are and how to reframe them when needed.**

- List all the reasons why they might not hire you.
- Practice talking about why those things would not be a big challenge for you to do this job, and if possible, reframe them as an advantage. For example, give an example of how quickly you've learned something similar in the past or explain how your skills and motivation can compensate for a lack of experience.

How to prepare

→ **This section will outline the main actions you can take to prepare effectively for your job interview.**

- Prepare questions you expect to be asked. You can use the list we included, or search Glassdoor.com for questions that were asked in the company you're interviewing for.
- Work on your response. Do not write a script, but make bullet points of all the things you'd like to touch on in a given answer.
- Prepare answering questions by using the video technique:
 1. Record yourself answering a question.
 2. Listen to the recording.
 3. Give yourself up to 3 points for improvement (structure, pronunciation, vocabulary) and record again, taking your notes into consideration.
 4. Repeat steps 1-3 until you're satisfied and confident with the answer.

- Simulate interviews with friends, teachers, and others who could offer suggestions. Remember to smile and be friendly, even when you're practicing.
- Notice words that are challenging to pronounce. What other words can you use instead? If a certain word is important, practice its pronunciation as follows:
 - Look up the pronunciation on Google or Dictionary.com.
 - Use YouGlish to see real life examples of how the word is used.
 - Make your own sentences and read them out loud several times.
- Practice talking about yourself with and pay attention to your voice and body language. Ask yourself: am I projecting confidence? If not, practice again, and modify something until you feel more confident.
- Be familiar with everything in your resume and cover letter and be ready to elaborate on anything you've written.
- Prepare 2–3 questions about the job that you can ask during the interview. You can use the questions at the end of this PDF.

- Be clear about your salary expectations. Practice saying it out loud a few times.
- Be prepared to talk about how you might handle a disagreement or other issue with a colleague, or how you have handled similar situations in the past.

Work on your mindset

→ **This section will provide you with some mindset work you could do to be more in sync with what you want to achieve.**

- Visualize the interview and develop your confidence.
- Go with the mindset of you interviewing them, as well as them interviewing you. The interviewer will appreciate your questions about the job and company.
- Focus on the outcome: how you want them to feel about you after the interview, and how you want to feel about yourself.

In the interview

➔ **This section will help you become clear about the attitude and mindset you should have during the interview.**

- Be honest, friendly, and empathetic.
- Don't apologize for your English.
- Be aware of your voice – make sure it's expressive, confident, and clear. Speak slowly.
- Breathe deeply when you're not speaking.
- Pay attention to your body language – try to avoid fidgeting, looking away, tapping a pen, rolling your eyes, etc.
- Have fun! Remember: People are looking for someone they would want to work with.

If you get stuck

➔ **This section will provide you with tips to pull yourself out of awkward moments gracefully.**

- Use phrases that will help you to start over:
 - "Let me rephrase that..."
 - "I'll say that differently..."
 - "Let me start again..."
- Acknowledge the situation with a smile:
 - "I lost my train of thought."
 - "Would you mind repeating that?"
- Prepare a reply if there is a question you don't know how to answer.

QUESTION LIST

Practice answering the following questions:

1. Tell us a bit about yourself.
2. What experience do you have in _____?
3. How do you manage to stay efficient while working remotely?
4. What is the most interesting project you have worked on?
5. What skills do you consider your greatest strengths? What makes you a great fit for this position?
6. What would your last employer or colleagues say your weaknesses are?
7. What are you not good at or not interested in doing?
8. What are your career goals?
9. Describe a challenging problem or situation in your previous job. How did you manage it and what were the results? Would you do anything differently?
10. Are you a team player? Can you provide an example?
11. What helps you understand the customer's problem better? Is it a certain quality about you, your experience, etc.?

12. What did you like or dislike about your last job?
13. Describe your ideal manager.
14. Why are you leaving your current job? How long have you been unemployed? What have you been doing since your last job?
15. When you had to speak up and disagree with someone in a position of power, what was the situation, and what did you do and say? How did it turn out?

Consider asking your interviewer the following questions:

1. What are the most important things you'd like to see someone accomplish in the first year on the job?
2. Are there opportunities for professional development?
3. Where do you see the company in the next few years?
4. Can you tell me more about the team I'll be working with?
5. What are you looking for in a candidate?
6. How would you describe this company's values?

And remember:
You got this!