

Job interviews

单词

词汇	发音	词性	翻译
understanding	[us],ʌndər'stændɪŋ [uk],ʌndə'stændɪŋ	adj.	善解人意的, 有同情心的
head	[us]hed [uk]hed	noun	首领, 领袖
promote	[us]prə'moʊt [uk]prə'məʊt	verb	促进, 提升
recognize	[us]'rekəɡnaɪz [uk]'rekəɡnaɪz	verb	认出, 识别
resilient	[us]rɪ'zɪliənt [uk]rɪ'zɪliənt	adj.	达观的, 适应性强的
sensitive	[us]'sensətɪv [uk]'sensətɪv	adj.	敏锐的, 灵敏度
sharp	[us]ʃɑːrp [uk]ʃɑːp	adj.	锐利的, 敏锐的
thick-skinned		adj.	厚脸皮的, 不敏感的
thin-skinned		adj.	敏感的
touchy	[us]'tʌtʃi [uk]'tʌtʃi	adj.	易怒的, 难以取悦的, 敏感的
accomplish	[us]ə'kɔːmplɪʃ [uk]ə'kʌmplɪʃ	verb	完成, 实现, 达到
achievement	[us]ə'tʃiːvmənt [uk]ə'tʃiːvmənt	noun	成就, 成功
ambitious	[us]æm'bɪʃəs [uk]æm'bɪʃəs	adj.	有野心的, 有雄心的
arrogant	[us]'ærəɡənt [uk]'ærəɡənt	adj.	傲慢的, 自大的, 自负的
associate	[us]ə'soʊʃiərt [uk]ə'səʊʃiərt	adj.	副的, 非正式的
associate	[us]ə'soʊʃiərt [uk]ə'səʊʃiərt	noun	伙伴, 同事
big-headed		adj.	自负的; 傲慢的
bright	[us]braɪt [uk]braɪt	adj.	明亮的
CEO	[us]'oʊ [uk],siː iː 'əʊ	abbr.	(缩写)首席执行官
director	[us]də'rektər [uk]də'rektə(r)	noun	主任, 主管
president	[us]'prezɪdənt [uk]'prezɪdənt	noun	总统, 主席

manager	[us]'mæniɪdʒər [uk]'mæniɪdʒə(r)	noun	主管, 经理, 负责人
senior	[us]'si:niər [uk]'si:niə(r)	adj.	地位较高的, 上级的
tough	[us]tʌf [uk]tʌf	adj.	严格的, 严厉的
reservation	[us],rezər'veɪʃn [uk],rezə'veɪʃn	noun	预订
challenge	[us]'tʃælɪndʒ [uk]'tʃælɪndʒ	noun	挑战
cocky	[us]'kɔ:ki [uk]'kɒki	adj.	过分自信的, 自以为是的
deserve	[us]dɪ'zɜ:rv [uk]dɪ'zɜ:v	verb	值得, 应受, 应得
determined	[us]dɪ'tɜ:rmɪnd [uk]dɪ'tɜ:mɪnd	adj.	下定决心的, 毅然的, 坚决的
expertise	[us],ekspɜ:'ti:z [uk],ekspɜ:'ti:z	noun	专门知识

Writing a cover letter

We're going to write a cover letter for a job interview. Two managers are looking over resumes they have received. Select the correct option. https://cns2.ef-cdn.com/juno/18/36/70/v/183670/MOB_11.1.1.1.1.mp4

[FRANK] This is a lot harder than what I thought it would be.

[CARMEN] I know, right?

[FRANK] Umm, but we need a new accountant. Umm, who's next?

[CARMEN] Um, John Hopkins?

[FRANK] OK. Can you just read me the main parts of his cover letter?

[CARMEN] Sure. 'I graduated with an MS in accounting from Harvard University.

[CARMEN] Subsequently, I worked for 10 years at three leading accounting firms.' That's great.

[CARMEN] Um, 'I'm currently working at Bronstein Brothers in New York as a senior accountant.'

[CARMEN] He has such extensive experience. What do you think?

[FRANK] Yeah, it's a solid background in accounting. He's definitely a keeper.

[FRANK] Umm ... I got time on Wednesday.

[CARMEN] OK. That works for me. Let me just call him.

[FRANK] Umm, but more important things – lunch?

[CARMEN] Yes, please! I'm starving. Where will we go?

[FRANK] Uh, there's a new place called Wings. Heard they got a great lunch special.

[CARMEN] All right. Let's go.

顺序词	
使用顺序词 afterward 或 subsequently 表达继一系列事件或时间点之后。	
I got my engineering degree from Delft. Afterward, I began working for Smoot.	我从 Delft 获得工程师学位，之后开始为 Smoot 效力。
I graduated from high school in 2004. Subsequently, I moved to England to study at Oxford.	2004 年我高中毕业，后前往英国求学生津。
使用 following 搭配宾语来表达继一系列事件或时间点之后。	
Following my promotion, I designed the Northside Professional Center.	升职之后，我设计了 Northside Professional Center 中心。
Following that, I was recognized as Architect of the Year.	在此之后，我被评为年度建筑师。

使用 previously 表示在一事件之前。	
I started here in May. Previously, I was working for a competitor.	我五月在此就职，此前在一家竞争公司上班。
使用 prior to + 宾语表达在一事件或时间之前发生的事情。	
Prior to my time managing HR, I wrote training courses.	在做人力管理之前，我撰写培训课程。
使用 currently 这个词来告诉某人你现在在哪里工作。	
I'm currently working at Dewey and Jasper Inc.	我现在在 Dewey 和 Jasper 公司上班。

Move the text to the correct gaps.

(Prior) to graduation, I got an internship at SWG.

I graduated in 2005. (Subsequently) , I moved to France and stayed until 2010.

(Following) my promotion, I was sent to the factory in Paris.

I was just hired at the bank. (Previously) , I worked at IXW.

(Currently) , I am working as a product manager.

职业词汇

在谈论自己的职业时，你经常需要提到自己占据的职位。 Head 是一个通用头衔，意为 director 或 manager 。 Head 可作名词、动词或形容词。作名词时，后接单词 of 。		
名词		
He's the head of quality assurance.		他是质量保障部主管。
动词		
She heads the sales department.		她领导销售部。
形容词		
He's the head teacher.		他是带头教师。

组织或团体中处于下级的是帮助 managers 和 directors 的人，比如 assistants 和 associates 。 associate 的等级通常高过 assistant 。		
associate managing editor		副总编辑
assistant sales director		助理销售主管

以下单词在谈论职业时使用。注意它们的不同形式。

Verb		Noun		Adjective	
accomplish	完成；实现	accomplishment	完成；成绩	accomplished	完成的；精通的
achieve	达到；实现	achievement	达到；成就		
		expertise	专门知识	expert	熟练的，老练的
promote	使提升	promotion	提升，晋升		
recognize	赏识，表彰	recognition	赏识，表彰	recognizable	可识别的；可认可的
deserve	应得，值得			deserved	应得的

Select the correct words.

My greatest (accomplishment / head / promotion) was getting my doctorate.

Then I took a position as the head (of / in / for) risk management.

My (recognize / expertise / accomplished) is in quality assurance.

You deserve some kind of (achievement / head / recognition) – maybe an award!

I was the (recognizable / sure / head) teacher at Nalidge School for 10 years.

I was (recognized / accomplished / achieved) for my hard work. I got a promotion.

Truth: accomplishment; of; expertise; recognition; head; recognized

Watch the video and study the language. https://cns2.ef-cdn.com/Juno/18/36/70/v/183670/MOB_11.1.1.1.1.mp4

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[CARMEN] I know, right?

[FRANK] Umm, but we need a new accountant. Umm, who's next?

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[FRANK] OK. Can you just read me the main parts of his cover letter?

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[FRANK] Uh, there's a new place called Wings. Heard they got a great lunch special.

[CARMEN] All right. Let's go.

I graduated with an MS in accounting. 我以会计硕士学位毕业。
from Harvard University 于哈佛大学

He has such extensive experience. 他有如此丰富的经验。

It's a solid background in accounting. 这是一个坚实的会计背景。

描述你的教育	
你可以使用下列表达方式来写你的大学教育。注意每个表达方式搭配使用的介词。	
I graduated from Edinburgh University in 2010.	2010年我在爱丁堡大学毕业。
I have a master's degree in business from Beijing University.	我持有北京大学的商科硕士学位。
I'm currently working on an MBA.	我现在在学工商管理学硕士课程。
I majored in chemistry.	我的专业是化学。

描述你的经历	
使用这些表达方式来写你的工作经历：	
I have a solid background in product development.	我在产品研发方面有扎实的背景。
I have extensive experience in managing big projects.	我在管理大项目方面有大量的经验。
I was promoted to director of sales in 2010.	2010年我被提升为销售总监。

为工作面试写一封求职信
申请工作的时候，发送 resume （简历）的同时附上一封简短的 cover letter （求职信）。
第1段
称呼语后，告诉对方你要申请什么职位，以及对你的教育和经历做一个积极的陈述。
I am applying for the director of sales position posted on your companywebsite. I believe my education and extensive experience make me a strongcandidate.
第2段
接下来，总结描述你的教育和经历。
I have a BS in marketing from the University of Bologna and seven years ofexperience in sales.
I worked for three years at Martinique Systems. Afterward, I worked at Halland Smith for two years. I am currently working at Beijing Accounting Inc.

第3段

最后，参照你的简历，感谢对方**considering**（考虑）你的申请并结束写信。

Details about my education and experience are in the attached resume. Thankyou for considering me for this position. I look forward to hearing from you.

Move the text to the correct gaps.

To: bmcclain@smoot.com

From: efstudent@efcourse.com

Subject: Director position

Dear Mr. McClain:

I am writing to apply for the director position at Smoot Inc. I believe my (extensive) experience and education make me a strong (candidate) .

I graduated with a master's degree in business from the University of Paris. (Subsequently) , I worked for three years at Cristo Systems. I am (currently) working at Bordeaux Consulting Inc. Details about my education and (experience) are in the attached (resume) . Thank you for considering my application. I hope to hear from you soon.

Sincerely,

Sarah Stills

You are applying for a position as a manager at a major company. Read the example cover letter. Pretend you have extensive business qualifications and experience and write your cover letter.

We take your privacy seriously. Please don't share any personal information (race, religion, health status, etc.) about yourself.

Type in the input box. Write 45-65 words.

Example:

I graduated from the University of Southern California with a degree in finance. Subsequently, I received an MBA from Stanford University. After graduation, I was hired as a product manager at Hall Corp. Two years later, I was promoted to product director. I have extensive experience in management as product director. I am currently working at Hall Corp.

Starting a job interview

You're going to practice starting a job interview.

头衔和职位	
尽管各个公司有不同的工作头衔，当权的人通常是从 manager 开始。然后头衔从总监升为 CEO 或者 president 。注意 senior 这个词增强职位的重要性。	
John is a senior project manager.	John 是高级项目经理。
She's the production manager.	她是产品经理。
He's the director of design.	他是设计总监。
Martina is the vice president of engineering.	Martina 是工程部副总裁。

很多头衔都有 c 在里面。 c 代表 chief 。 CEO 是公司里的最高级别。其他的 c -头衔向 CEO 汇报，但是总的来说高于 vice presidents 。这些是最常见的头衔。	
chief executive officer (CEO)	首席执行官 (CEO)
chief operations officer (COO)	首席运营官 (COO)
chief financial officer (CFO)	首席财务官 (CFO)
chief technology officer (CTO)	首席技术官 (CTO)

Watch the video and study the language. https://cns2.ef-cdn.com/Juno/19/25/49/v/192549/MOB_11.1.2.3.1.mp4

[FRANK] John Hopkins?
[JOHN] Yes.
[FRANK] Perfect! You're right on time.

[FRANK] Would you mind closing the door behind you? And please have a seat.
[JOHN] I have to say it's a real pleasure to meet you, Mr. Martin.
[FRANK] All right. Nice meeting you as well. Please call me Frank.
[JOHN] Ah. Frank.
[FRANK] And thank you for coming.
[JOHN] Ah, well, thank you for giving me the opportunity to apply.
[FRANK] Yeah. How was your flight?
[JOHN] It was long but not bad.
[FRANK] All right, and how's the hotel?
[JOHN] Oh, the hotel's great, thank you very much.
[FRANK] OK. Yeah. Uh, we wanted you to be close to the office.
[FRANK] Also, you may have noticed this is a great neighborhood.
[JOHN] Yeah, it's lovely.
[FRANK] And, actually, you know what? You're quite lucky.
[FRANK] Uh, usually it's quite cold by this time of year, um, but we've had a bit of warm weather lately.
[FRANK] So if you get a chance, get out, walk around.
[JOHN] Yeah, I'll do that.
[FRANK] You're probably not that familiar with hockey, are you?
[JOHN] Mmm, not really, no.
[FRANK] All right. Well, we got the Chicago Blackhawks in town. Quite popular.
[FRANK] If you want, I can get you some tickets.
[JOHN] Oh! Well, thank you very much. That's great.
[FRANK] All right. So we should get down to business. Shall we begin?

It's a real pleasure to meet you. 真的很高兴见到你。
Please call me Frank. 请叫我弗兰克。
Thank you for giving me the opportunity. 感谢您给我这个机会。
How was your flight? 你的飞机行程怎么样?
How's the hotel? 宾馆怎么样?
Shall we begin? 我们开始好吗?

找到面试官	
第一步是找到即将面试你的人。在一个大公司里，你可能要问 administrative assistant （行政助理）或者 receptionist （前台）。记得要说明你是谁和为什么去那里。	
A: Good afternoon. I'm Rob Taylor. I have an appointment with the HR director, Ms. Rifkin.	下午好。我叫 Rob Taylor。我和人事主管 Rifkin 女士约好见面。
B: Oh, yes. She's expecting you.	哦，好的。她在等你
问候面试官	
正式地问候 interviewer （面试官），并感谢这个人抽时间来面试。聆听面试官更喜欢哪种称呼的提示语。	
A: Good afternoon, Ms. Rifkin.	下午好，Rifkin女士。
B: Oh, please – call me Mary.	哦，请—叫我玛丽。
A: Thank you for the opportunity to interview for design manager.	感谢您给我这个机会来面试设计经理。
B: It's my pleasure. You're a strong candidate.	这是我的荣幸。你是一个很强的候选人。

闲谈	
做好有一段短时间闲谈的准备。如果你来自另外一个城市，可能会问你来的路途或者你对这个城市的印象。	
A: So how do you like Chicago?	那么你对芝加哥的印象如何？
B: I love it! Everyone's so friendly!	我很喜欢它！每个人都很有友好！
面试官会示意该开始面试了。	
A: Well, we only have an hour. Shall we begin?	好的，我们只有一个小时。我们开始好吗？
B: Sounds good.	好的。

Interviewing for a job

You're going to practice starting a job interview.

优点和缺点的形容词

形容词是表达 strengths 和 weaknesses 的重要部分。使用肯定意义的类似形容词描述你认为 smart 的人。注意这些词都是同义词。	
clever	聪明的
bright	伶俐的
sharp	敏锐的
以下形容词通常也具有肯定的意义。它们用于描述渴望成功的人。	
ambitious	有雄心的， 野心勃勃的
determined	坚决的

请看以下描述性格的形容词。注意 **sensitive** 既有肯定意义，也有否定意义。

Positive		Negative		Positive or negative	
understanding	体谅的，通情达理的	touchy	易怒的	sensitive	敏感的
		thin-skinned	敏感的，脸皮薄的		

He's such a sensitive guy. He knew I was upset, so he took me out for lunch.	他非常体谅人，知道我不开心，于是带我出去吃午饭。
Don't be so sensitive! You made a mistake, and now you have to accept the criticism.	不要那么敏感！你犯了错，现在就得接受批评。

以下是更多描述性格的形容词。同样，有些形容词既有肯定意义，也有否定意义。同时注意 **thin-skinned** 的反义词是 **thick-skinned**。

Positive		Negative		Positive and negative	
resilient	达观的	insensitive	不顾他人感受的；反应迟钝的	tough	坚强的；粗暴的
				thick-skinned	不敏感的；不知羞耻的

Don't worry about her. She's tough, really thick-skinned. Nothing gets to her.	不用担心她。她很坚强，不敏感，对一切都无动于衷。
Sometimes I think he's too tough. He's so thick-skinned, he doesn't care if he upsets people.	有时我觉得他太粗暴了。他非常不知羞耻，根本不在乎有没有让人不高兴。

以下同义词总是表达否定的意义，用于描述过于自信的人。由于这些词被认为是侮辱性语言，务必谨慎使用。	
big-headed	自负的
arrogant	傲慢的
cocky	自以为是的

谈论你的优点	
面试官常常让候选人来描述他们的优点和缺点。在你陈述一个优点后，给出额外的信息作为支持。	
I'm very proactive. I try to fix problems before they become serious.	我很主动。我尝试在问题变得严重之前来解决他们。
I'm enthusiastic about my work. I love being in sales.	我对我的工作充满热情。我喜欢销售这行。
My greatest strength is curiosity. I love to learn new things.	我最大的优点是好奇心。我热爱学习新的事物。
Persistence is my greatest strength. I don't give up until I succeed.	坚持是我最大的优点。不成功我绝不放弃。
I'm a really good communicator. I'm especially good at listening.	我非常擅长沟通。我特别善于倾听。

谈论你的缺点	
很多面试官也会问你的最大的缺点是什么。你可以描述你做得费力但是正努力地改进的方面。	
I've had problems with public speaking, but my manager is coaching me, so I've improved quite a bit.	我的演讲能力不太好，但是我的经理正在辅导我，因此我已经提高了很多。
My technical knowledge was a bit weak, so I started taking computer classes at night.	我的技术知识有点弱，因此我已经开始在晚上去上电脑课了。
My team told me that I needed to be a better listener. They're helping me work on that, and I've improved a lot.	我的团队告诉我说我需要做一个更好的倾听者。他们在帮助我改善这一点，并且我已经提高了很多。

Move the text to the correct gaps.

My (greatest) strength is curiosity.

I'm a really good (communicator) . I am a good speaker.

I've had problems with public (speaking) .

My technical (knowledge) was a bit weak.

I need to be a better (listener) . I sometimes misunderstand people.

Watch the video and study the language. https://cns2.ef-cdn.com/Juno/19/25/50/v/192550/MOB_11.1.3.3.1.mp4

[FRANK] All right. So, we should get down to business. Shall we begin?

[JOHN] Yes, absolutely.

[JOHN] Well, I'm from the UK. Uh, I graduated from Harvard University.

[JOHN] Um, I'm really passionate about accounting, and I consider myself very easy to work with.

[FRANK] OK. That's great. And why do you want to leave your present position and work for us?

[JOHN] Well, uh, if I'm honest, my present company's quite small. Um, there's not too much chance for career progression, you know?

[JOHN] Uh, whereas I see moving to the US as a chance to speed up my career.

[FRANK] OK. And what are some of your strengths?

[JOHN] Well, I think I'm pretty diligent. Um, I can work for long periods of time with no problem under stress.

[JOHN] And I'm very determined in that way. Um, I have a tremendous amount of experience in this industry, and I consider myself a team player as well.

[FRANK] OK. That's important because we work in small teams and, uh, being a team player is very important for us.

[FRANK] Um, now I wanna ask you a few tougher questions. What is your greatest weakness?

[JOHN] Well, um, a few years ago, you might've described me as shy.

[JOHN] Um, I had a tendency to get very stuck in the numbers, um, and didn't maybe socialize with my team as much as I should have.

[JOHN] But I think this has changed. It's something that I have been working on, and I'm much more comfortable socializing in a business setting now.

[FRANK] OK. That's good 'cause we're a very social company. Uh, tell me about a challenge you had at one of your jobs.

[JOHN] Oh, OK. About a year and a half ago, uh, my then-boss made quite a significant mistake during one of our projects.

[JOHN] Uh, one of the numbers was way off. And I then had to bring that to her attention.

[FRANK] OK. And how did you bring it to her attention?

[JOHN] Well, a mistake of that magnitude, you don't want the whole office knowing.

[JOHN] Um, so I took her aside and very quietly said there might be a mistake on either my end or hers.

[JOHN] And we found the mistake together, and we were able to rectify it before the deadline.

[FRANK] OK. That's great. Sounds like you have really good tact.

[FRANK] Uh, we don't like call-out culture here. And so, um, that's the way I'd want someone to handle that kind of situation.

Tell me a little bit about yourself. 简单说一下你自己。

Why do you want to leave? 你为什么想离开?

What are some of your strengths? 你的一些强项是什么?

What is your greatest weakness? 你最大的缺点是什么?

Tell me about a challenge you had. 说一说你曾遇到的一个挑战。

一些常见的面试问题	
很多面试官开始的时候会问一个关于你的笼统的问题。利用这个机会来推销你自己。	
Could you tell me something about yourself?	你能和我们说说你自己吗?
Well, I've been in the clothing design industry for seven years. I'm mycompany's lead designer.	好的，我在服装设计行业有七年了。我是我们公司的首席设计师。
面试官通常想知道你为什么想离开你现在的工作。尽量不要消极。着重强调你正在面试的这个职位的好处。	
Why do you want to leave BTL?	你为什么要离开 BTL 呢?
I've increased sales there by 15% in the last two years. I love it there, but I'm ready now for another challenge.	过去两年中在那我已经将销售提高了15%。我很喜欢那里，但是我现在准备要迎接另一个挑战。
一些面试官想要一些具体的你曾面临过的挑战的例子。	
Tell me about a difficult situation that you faced at work and what you did about it.	告诉我你在工作中遇到过的一个麻烦的情形以及你是如何应对的。
A junior colleague was making mistakes in his data. It made our team look bad. I taught him how to use spreadsheets effectively.	一个职位较低的同事在他的数据上犯错了。这让我们团队看起来很糟糕。我教了他如何有效地使用电子表格。

Closing a job interview

Now we're going to look at how to close a job interview.

Watch the video and study the language. https://cns2.ef-cdn.com/Juno/19/25/51/v/192551/MOB_11.1.4.1.1.mp4

[FRANK] So, John, you've got a great educational background, and you've got great experience, and I think you've done quite well today.

[FRANK] Ah, there's one more thing we'd like you to do today. Uh, after this interview, we want you to go down and meet the team and talk with a couple of team members.

[FRANK] It's not gonna be a formal interview like this. We just want you to talk with a couple of team members.

[FRANK] Uh, we wanna see how you get along. And now I think it's probably that time of the interview to see ... Do you have any questions for me?

[JOHN] Um, yeah, I do have a few, if you don't mind.

[FRANK] Yeah. Go ahead.

[JOHN] Uh, what would you say is the greatest challenge the team's facing at the moment?

[FRANK] That's a great question, John. Uh, biggest challenge are deadlines.

[FRANK] As you know, the economy is tough and we gotta be competitive, so we gotta make sure we get things done on time or ahead of time, if we can.

[FRANK] We run a small team, and we like to be efficient. So deadlines are our biggest challenge.

[JOHN] Right, okay. And, um, and what about you personally? What's your experience been like working for IXW?

[FRANK] Working for IXW has been fantastic! I'm one of those success stories, John.

[FRANK] I started off in the mailroom, and now I'm in management.

[JOHN] Wow. OK.

[FRANK] So if you work hard, there are, uh, lots of opportunities here.

[JOHN] Wow. That's great to hear. And, um, and finally, what sort of timeline can I expect on the decision.

[FRANK] Well, we're tough on the deadlines, so we're gonna let people know by the end of the week.

[JOHN] Wow. That's great.

[FRANK] Yeah. Which leads me to ask you, when are you available to start?

[JOHN] Uh, well I have to give my present company around two weeks' notice.

[JOHN] But other than that, after moving to the US, I think should be good to go.

[FRANK] OK. That sounds good. I want to thank you once again for coming in. Um, I thought you did quite well today.

[FRANK] So please go down, talk with the team after this interview, and I hope that you enjoy the rest of your time here in Chicago.

[FRANK] Let me know if you want those Blackhawks tickets. I'll get you some.

[JOHN] That'll be fantastic. Thanks.

[FRANK] And we'll talk to you again soon.

[JOHN] Great.

Do you have any questions for me? 你有问题要问我吗?
I do have a few, if you don't mind. 我的确有几个问题, 如果您不介意的话。
the greatest challenge the team's facing 团队面对的最大的挑战
What's your experience been like? 您的经验是什么样的?

问面试官问题	
准备一些在面试结束时间的问题。这是显示你对公司有兴趣并得到更多关于公司信息的机会。	
What is the biggest challenge for your staff?	你的员工的最大的挑战是什么?
What would I need to do to be successful at this position?	如果要在这个职位成功的话, 我需要做些什么?
Do you have any reservations about my qualifications?	您对我的资格有什么疑问吗?
你可能想和你的面试官在私人层面上建立良好关系。不要太勉强, 但是可以找出你的面试官对公司的印象如何。	
How do you feel about working at IBX?	您在 IBX 工作感觉怎样?

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[FRANK]: And we'll talk to you again soon.

[JOHN]: Great.

What sort of timeline can I expect? 我可以期待什么样的时间表呢?

let people know by the end of the week 这周结束前会通知大家

When are you available to start? 你什么时候能开始?

Thank you once again for coming in. 再次感谢你能过来。

结束一个工作面试	
你已经问了面试官很多问题。现在你要问自己一个问题：你仍然对这个工作感兴趣吗？如果还是，你应该向面试官表达这个意思。	
After hearing your responses to my questions, I'd really like to work here. I think that I'm a good fit for this position.	听完你对我的问题的回答，我将会非常喜欢在这里工作。我觉得我是非常合适这个职位的。
在你走之前，你需要知道下一步是什么。感谢面试官并且要一张名片以便你写一封简短的感谢邮件，并附上正确拼写的名字和工作头衔。	
A: So, what are the next steps in the hiring process?	那么，聘用程序中的下一步是什么？
B: Well, I need to interview one more candidate. I should be able to tell you my decision by next Monday.	嗯，我需要再面试一个候选人。到下个星期一我应该会告诉你我的决定。
Thank you for taking the time to interview me. I hope to talk to you again soon.	感谢您抽时间来面试我。我希望我们会很快再通话。
Oh, and could I have one of your business cards?	哦，我能要一张您的名片吗？

Move the text to the correct gaps.

What is the biggest (challenge) for your staff?

What would I need to do to be (successful) at this position?

Do you have any (reservations) about my qualifications?

How do you (feel) about working at Smoot?

What are the next (steps) in the hiring process?

I think that I'm a good (fit) for this position.