

## Question 1: Tell me about yourself!

Present – Where you are now

Past – Where you worked before

Future – Where you want to be in the future

I'm currently working as...

To work as + profession

*I'm working as a waiter.*

*I'm working as a cleaner*

*I'm working **like** a waiter*

I'm currently working at

To work at a + place

*I'm working at a clothes shop*

*I'm working **on** a clothes shop*

At my current job I..

I am working as ...+ profession

I'm working as a production engineer

I'm working as a manager

At the moment I...

I am looking for a job

I am looking for work

Before that I worked...

Before that

I worked as a + profession

I worked at + place

I worked as a software developer

I worked at IBM

I was travelling

I was studying

I was finishing my degree/ my masters

I really liked the job and now

I'm ready for new challenges

Now I'm looking for a career

in + AREA

Now I'm looking for a career

in + IT, engineering,

I got a lot of experience at my last job,

but now I would like to work in ...

To work in + area

To work in marketing/teaching

Well at the moment I'm working at a restaurant as a waiter,

and before that I worked as an engineer in my country.

I improved my English a lot working at the restaurant but now I'm looking for a job as an engineer to work in my area.

Present/past/future

**Question 2: What are your  
key strengths/strong points?**

I'm good at

good with people

I'm good **in**

friendly

I'm good at working as part of a team

ready to help my team

I'm very/really good at :

Meeting deadlines

One of my best strengths is that I have...

Getting my work done on time

Good listening skills

Helping others

Good customer service skills

Dealing with clients

A good eye for detail

Solving problems

Working as part of a team

Good people skills

One of my strengths/strong points

The ability to cope with stress

is that I am...+ adjective

Good communication skills

Respectful

Analytical skills

Flexible

A very strong work ethic

A fast learner

To be good at + verb+ ING

I am very....

adaptable to change

One of my key strengths is that I am...+ adjective

Honest

Self motivated

One of my best strengths is that I have...+ noun

### Question 3: Why should we hire you?

I think my experience and  
skills make me suitable for the job

Suitable = correct or appropriate  
for a person/situation

*Suitable*

My skills are a really good match

for the kind of person

you are looking for.

“ a good match” = good together/ a good  
combination

I can offer a lot to the company with my skills

I work really well with others and as part of a  
team

My skills make me a really good match for  
the kind of person you are looking for

“ a good match” = good together/ a good  
combination

#### **Question 4: What are your weaknesses/ weak points?**

**I feel that my weakness is...**

**Impatience**

**I am critical of my own work**

**my lack of experience**

**Lack of = not enough**

**I have to admit that I...**

**I sometimes need to be a better listener**

**I have to admit I sometimes miss small details**

**I feel that my English is my weakest point**

**But...**

**I am working on this....**

**To work on something = to continue to work with something over time**

**To work on a big project**

**But...**

**I am working to get better at this**

**I am always working hard to be better at this**

**I feel that my management skills are my weakest point but I am constantly working on**

**them to get better at managing people**

**I have to admit that English is my weakest point but I am constantly working on my English everyday to get better and improve.**

## **Question 5: Where do you see yourself in 5 years?**

**In the next 2 to 3 years ...**

**I see myself + verb + ing**

**I see myself improving as much as possible in my job performance here.**

**I see myself working with an organisation where I can build my career**

**I see myself working with a great team**

**In the next 2 to 3 years ...**

**I plan to develop**

**I think to develop**

**I plan to develop professionally as much as possible**

**I plan to really understand my role at work**

**I plan to look for opportunities to improve my department**

**And after that**

**I would like to...**

**I would love to...**

**I would like to grow in the company**

**I would love to get a management position**

**I would like to be in a position to..**

**to take on more responsibility**

**To take on = accept**

**Get a lot of experience**

**Grow inside the company**

**In five years time I would really like to**

**Establish my career**

**Get a lot of experience**

**be making a real contribution**

## why do you want this job?

I think...

I see this job as...

I (really) feel that this job is...

In my opinion...

I think this job is...

I see this job as...

I (really) feel that this job is...

In my opinion...

a new challenge for me professionally

an opportunity to develop a long term career

an excellent opportunity to grow professionally

this job is a fantastic opportunity to work for a great company

I want this job because...

I want this job because it involves a lot of VERB+ING

Because I really enjoy VERB+ING

And I have a lot of experience with this

*I want this job because it involves a lot of working with children, because I really enjoy working with children and I have a lot of experience with this*

I want this job because...

I want this job because it involves a lot of VERB+ING

Because I really enjoy VERB+ING

And I have a lot of experience with this

*I want this job because it involves a lot of working with people, because I really enjoy working with people and I have a lot of experience with this*

I want this job because...

I want this job because

it will help me grow professionally

I see this job as an opportunity to develop my skills and help the company

I would like to get experience in this kind of work because I feel my skills are a good match

This company has a very good reputation and I think I can really help the company with my skills

This company is one of the best in (area)

One of the best in IT, Engineering

I want this job because I've admired the company for a long time and it would be a great opportunity for me

## **Why did you leave your last job?**

## **Why do you want to leave your current job?**

**I was fired = negative reason**

**Why did you leave your last job?**

**I left my last job to travel**

**I left my last job for travel**

**I left my previous job to**

**to travel**

**to come to this country**

**to focus on my studies**

**to do a masters degree**

**to look for new opportunities and take a new step in my career.**

**to change my**

**profession**

**I was let go/laid off = not economically possible for the company to keep you as an employee**

**Why do you want to**

**leave your current job?**

**I would like to leave my current job because...**

**I'm looking for new opportunities to grow and develop a career.**

**The promotion opportunities at my current job are limited**

**1:I have been at my current job/company for (number of years/months) now**

**2: and have learned a lot from working with some amazing people.**

**3: but , I am starting to feel like I need some new challenges.**

**4: I'm interested in this position because it will give me new challenges and opportunities to grow in the company**

### Question 8: When are you available to start?

I can start in

In the next month

I'm available to start in

The Monday/Tuesday

a few days

To give your notice = informing your employer of your intention to leave

one week / two weeks

I need to give 2 weeks notice

I can start immediately

My contract requires me to give X weeks/months notice

I can start whenever you need me to start

I can start...

I am finishing an important project with the company and I need to stay until it's finished.

Next week

I will be ready to start in....2 weeks

Next month

Next Monday/ Tuesday etc

I will be ready to start by next week/next month

In the next week

By= not later than



## **How do you deal with pressure or stress?**

**To deal with something = take action to solve a problem**

**To handle / to manage something = to control**

**I actually work better under pressure**

**and I get great results from working under pressure.**

**I enjoy the pressure of a deadline and sometimes I do my best work under pressure.**

**I handle pressure really well and I stay calm during stressful situations**

**When working under pressure I...**

**think the most important thing is to**

**prioritize my work and not get overwhelmed**

**Overwhelmed = to feel like you have too much to do**

**I focus on the task at hand to**

**maintain the quality of my work**

**I manage stress by... VERB + ING**

**going to the gym**

**having a good work life balance**

**maintaining good communication with my colleagues**

**How did you hear  
about the position?**

**To hear about something = to be told or informed about something**

**I heard about the position**

**from a friend**

**from one of your current employees**

**from one of my current colleagues**

**Linked-in**

**Linked in**

**Link't in**

**I was researching on Linked -in for positions in my area**

**I saw the position on linked-in**

**I was researching**

**companies in my area online and I decided to apply**

**I was contacted by a recruiter**

**I was contacted by a recruitment agency**

**I saw the position on a jobs website**

**I saw the position advertised in a newspaper**

## What do you know about our company?

To search something on google

To google something

I googled

I googl'd

I googled your company and saw

some good reviews

I googled some information about your company.

I found good reviews about your services

I also saw that past employees said only good things about you on social media.

I know the company specializes in ...verb+ing

The company specializes in producing health products

The company specializes in giving technical support for big companies

I know the company produces/makes

I know the company produces medication for alzheimer's

To provide = to give

I know the company provides...training for engineers

I know that the company is a

new/ established company

The company has a good reputation in the area of engineering/pharmaceuticals

## **Do you have any questions?**

**Could you describe a typical day in this job?**

**Can you please tell me more about the day to day responsibilities**

**What are you looking**

**for in a candidate?**

**How long have you been**

**at the company?**

**How long have you been**

**at the company?**

**What's the best thing about working here?**

**What's the best thing about work here?**

**What do you enjoy most about**

**working for this company?**

**Who should I stay in touch with?**

**Who I should stay in touch with?**

**When can I expect to hear from you?**

**When I can expect to hear from you?**

**What are your salary expectations? What kind of salary are you expecting?**

**Annual salary 10k**

**Monthly salary 1200**

**Rate per hour 15.00**

**According to the Clearwater salary survey for this position and my experience, the average salary is \$X, and I feel I would be comfortable with something around it.**

**I'm open and flexible about salary,**

**My priority is to make a contribution to the company and receive a fair salary in return,**

**What kind of salary are you able to offer for this role?**

**I understand that positions similar to this one pay approximately X in our region.**

**With my experience, I would like to**

**receive something between \$Y and \$Z**

**Describe yourself in three/five words.**

**Describe your personality**

**I'm very**

**I'm really**

**I think I'm a very + adj + person**

**I'm a really adj + person**

**Honest**

**Always telling the truth**

**Not lying or cheating**

**an honest person has a lot of integrity**

**Resourceful**

**I'm able to think of creative solutions in  
difficult situations**

**I'm able to solve problems quickly with  
intelligent solutions**

**Reliable**

**Consistently good in quality or performance**

**I'm able to be trusted with responsibility**

**Customer focused**

**I'm always focused on the customer's needs**

**I always make sure the customer is satisfied**

**Conscientious**

**I really pay attention to details**

**I put a lot of effort into my work.**

**Easy going**

**I'm not a stressed person**

**I'm able to stay calm in stressful situations**

**Friendly**

**I get on very well with my co-workers.**

**To get on well with someone = to have a  
good relationship**

**I'm good with people**

**I'm a people person**

**Adaptable**

I can adapt quickly to change

I adapt my performance and duties to  
different situations

## What do you like to do in your free time?

I like watching netflix 70%

I like to watch netflix 30%

I enjoy watching netflix

I enjoy **to watch** netflix

I enjoy **watch** Netflix

Spending time with friends

Playing the (musical instrument)

Going for walks

Go cycling

Practice (sport )

Travelling

Learning new languages

In my free time I...

When I have some free time I..

When I get some time off...I Like/love/enjoy

I spend my free time verb + ing

## Key Phrases for STAR interview technique

SITUATION	TASK
<p><b>Well, I think that...</b></p> <p><b>One time when I was working at .</b></p> <p><b>There was a situation once where I..</b></p> <p><b>There was one time where I..</b></p> <p><b>I was in a situation once..</b></p> <p><b>I had been working on</b></p> <p><b>I was working at</b> <b>I was working as</b></p>	<p><b>I needed to...</b></p> <p><b>I had to ...</b></p> <p><b>My supervisor asked me to...</b></p> <p><b>I was given a deadline to...</b></p> <p><b>I had to make sure that</b></p> <p><b>I was asked to...</b></p> <p><b>I was responsible for verb+ing</b></p>



ACTION	RESULT
<p><b>I decided to...</b></p> <p><b>I suggested that....</b></p> <p><b>spoke to my boss/supervisor to explain the situation</b></p> <p><b>I was able to make sure that I was able to I managed to do it</b></p> <p><b>I did some research about</b></p> <p><b>I focused on it</b></p>	<p><b>In the end it was a great success,/result / outcome</b></p> <p><b>It was a great success</b></p> <p><b>Fortunately it worked well</b></p> <p><b>After the experience I feel more confident about....</b></p> <p><b>The result/outcome was that...</b></p> <p><b>Looking back I should have...</b></p>

## **Tell me about a time when you worked successfully as a member of a team.**

There was a situation once where I was working at a restaurant in the city center as a waiter, My supervisor was suddenly sick and couldn't come to work that day.

There was a situation once where/when I ...

was working at + place

was working as + profession

There was a situation once where I

was working at a restaurant

in the city center as a waiter

so I was asked to be the restaurant

supervisor for the night.

I was asked to manage a big project

I was asked to lead a team

It was a busy night and we had to work really hard, but I was able to make sure everything was ok with all the orders and the customer service. one of the hotel receptionists helped

with charging the bills because it was not normally my role to be the supervisor.

We had to work really hard

We had to working really hard

To have to do something = to need to do something

I have money = possessions

I have to do it = obligations

We had to design a new software

We had to fix the production problems

I was able to make sure everything was ok

In the end it was a great success, I was able to experience responsibility and management for the first time and after the experience I feel more confident about management and leadership.

I was able to experience management

I was able to = I had the opportunity to

In the end it was a great success

In the end it was a great result

In the end it was a great outcome

**Describe a difficult situation or task that you had to deal with?**

**One time when I was working at a factory as a production engineer, most of the workers of the factory went on strike because of salary disagreements.**

**Well..**

**One time when I was working at + place/ as + profession**

**There was a situation once where**

**One time when I was working at a factory as a production engineer,**

**I had to make sure that production didn't stop and we suddenly didn't have enough staff for production to continue.**

**I had to make sure (that) production continued**

**I had to make sure we completed the project on time**

**I had to make sure we had the right equipment**

**I had to make the really difficult decision to ask some of the other engineers to work on the factory floor, they were really unhappy**

**about changing their normal engineer tasks for the day but I was able to explain to them that without this help, production will stop and it will be bad for everyone.**

**I also decided to talk to the workers on strike, I managed to negotiate with them for some of them to come back to work.**

**I also decided to talk to the workers on strike, I managed to negotiate with them for some of them to come back to work.**

**I decide**

**I decided to talk to the workers on strike**

**I decided to talk to my supervisor to explain the situation**

**To manage to do something**

**To do something with effort or skill to deal successfully with a problem or difficult situation**

**I managed to negotiate with them**

**We managed to complete the project on time**

**I managed to help the customer**

The result was that production never stopped and we were able to negotiate an end to the strike.

After the experience I feel more confident about dealing with stressful or difficult situations

The result was that...

Production never stopped

We met the deadline for the project

I learned a lot from the experience

After the experience I feel more confident about dealing with stressful or difficult situations

I feel more confident about *deal* with stressful situations

After the experience I feel more confident about...

working under pressure

leading a team

dealing with difficult customers

**Tell me about your biggest accomplishment/achievement**

**I think my biggest  
accomplishment is..**

**I think my biggest  
achievement is..**

**There was one time where I was able to motivate my team to meet a  
deadline, it was my first management role before that I always worked as a  
developer, and I hadn't worked on the same kind of systems as a developer  
as my team.**

**One time when I was working at + place/ as + profession**

**There was a situation once where**

**There was one time where I ...**

**We were responsible for developing a software for the server to help solve  
coding problems automatically instead of needing an engineer.**

**To be responsible for verb + ing**

**I was responsible for finishing the project**

**I was responsible for finish the project**

**We were responsible for checking  
the quality of the products**

**In the final month it looked like we were not going to meet the deadline. I  
decided to have meetings with the team and we discussed the situation. I**

suggested that we all work longer hours in the final weeks to meet the deadline.

I suggested that + verb

I suggested that we work longer hours

I suggested to them that we work longer hours

I suggested **them** to work longer hours

We focused on the project and In the end we managed to complete the software in time to meet the deadline and fortunately it worked out well.

In the end we managed to

Get everything done

Meet the deadline

Finish developing the software

fortunately it worked out well.

Fortunately

To work out = to have a good result

It worked out well

It had a good result