**1)**

Твій словник:

|  |  |
| --- | --- |
| Core skills | Ключові навички. |
| Organizational ethics | Організаційна етика |
| Reputed company | Відома компанія. |
| Career growth | Кар’єрний ріст. |
| Growth rate | Темп зростання. |
| To scale up organization’s production | Масштабувати виробничу діяльність організації. |
| My goal is | Моя ціль |
| to deliver good results | показувати хороші результати |
| Due to this | завдяки цьому |
| I am eager to achieve | Я прагну досягти |

Tell me about yourself

July 15, 2022

"My name is MarkoVoitovych. I am a full stack developer. Coming to my skills I know CSS, HTML, JS. Also, I have mastered React and Node.js. I have been coding for 10 months and during this time I have done 3 successful team projects and 2 individual ones. Due to this I am good at core technical skills, organizational ethics and discipline.

My goal is to get a job in a reputed company like yours where I can use my skills and knowledge to deliver good results in the long term. I am eager to achieve a good position in the company to scale up the organization’s production and growth rate and at the same time for my personal career growth as well. That’s all about me. And yes, thanks for the opportunity given to introduce myself!"

Візьми на замітку: потрібно вказувати таку інформацію, при відповіді на питання

Tell me about yourself:

1. Position

2. Skills/knowledge

3. Experience

4. Reasons why you want to work for a company

**2)**

Твій словник:

|  |  |
| --- | --- |
| To bring satisfaction | Приносити задоволення |
| To gain experience | Здобувати досвід |
| To become intimately familiar with... | Ставати близько знайомим з... |
| To participate in... | Брати участь в... |
| To work on personal projects | Працювати над власними проєктами |
| Relevant experience | Відповідний досвід |

Why do you want to be a software developer?

July 15, 2022

Here are three steps you can follow to answer the question effectively:

1. Focus on one reason

Before you attend (відвідаєш) your interview, think about the main reason you want to be a software developer, web designer etc.

2. Give details about your background

Describe how you became interested in the IT field. It helps an interviewer recognize your commitment (відданість) to the field (галузі).

3. Highlight(Підкресліть) what you can offer

Focus on some aspects of your background which can help the company to develop.

"I want to be a front-end developer because I've worked hard to develop skills (навички) that are relevant (мають відношення) to this industry and because this type of work brings me personal satisfaction. I feel especially good when I see that the website I created works perfectly. That’s the best reward for me! I've gained (здобув) a lot of practical experience and become intimately familiar (ближче познайомився) with several coding languages. Also, I participated in team projects and worked on personal ones. I'm excited to begin a career as a front-end developer and learn more about this line of work from industry professionals."

**3)**

Твій словник:

🔸 My true passion is... – Моя справжня пристрасть це...

🔸 To take a career in a different direction – Робити кар’єру в іншому напрямку.

🔸 To be excited by... – Бути в захваті від...

🔸 To be out of demand – Не бути в попиті.

🔸 To value freedom – Цінувати свободу.

🔸 To meet requirements – Відповідати потребам.

Why did you leave your previous job?

July 15, 2022

Example 1:

“I realized that my true passion is working as a software developer. I’ve always loved the IT field but decided to take my career in a different direction after the University. Now, I’m ready to pursue this career, and I’m particularly excited by the possibility of working with your company.”

Example 2:

“My last job was out of demand and I could not develop and grow as a professional. In addition to this, I value freedom and would like to work remotely and have flexible hours. Job as a software developer fully meets my requirements. I’m excited to learn something new, and I know this role will allow me to use my experience while also gaining new knowledge.

**4)**

Твій словник:

🔸 Developer tool space – Простір для інструментів розробника.

🔸 Former / current employees – Колишні / теперішні працівники.

🔸 Irrespective of something – Незалежно від чогось.

🔸 Crunch culture – Примусова понаднормова робота над

розробкою (що сприймається як норма роботи).

🔸 Core values of the company – Ключові цінності компанії.

🔸 Work ethic – Трудова етика.

🔸 To maintain mental health – Підтримувати психічне здоров'я.

Why do you want to work for our company?

July 15, 2022

Example 1:

“Your business is a leader in the developer tools space, moreover when I was looking online, I noticed that the reviews of your company from current and former employees are great. I especially like how supporting new ideas is part of the corporate culture. I often have random ideas on how to improve my work, and I’d love to work for a business that is so supportive of anyone with an idea, irrespective of their experience.”

Example 2:

“Something that I feel the game development industry could really improve upon is the crunch culture. And while I realize the necessity of hard work (and sometimes even overtime), I really loved what your CEO said recently in her interview about how one of the core values of the company is maintaining mental health and creativity of its employees as its main source of productivity. I admire that approach and think combining that with a good work ethic is truly awesome.”

**5)**

Твій словник:

🔸 Average salary – Середня зарплата.

🔸 Entry-level position – Посада початкового рівня.

🔸 Within the range / in the range of… – В діапазоні…

🔸 To be a great fit – Бути чудовим кандидатом.

🔸 To be willing to be flexible – Бути готовим до поступок.

What are your salary expectations?

July 15, 2022

Research salaries

Before your job interview, take the time to research salaries on dou.ua, so you’re prepared to answer the question.

Avoid an exact amount

Avoid providing the hiring manager with an exact amount of money if possible. A set amount can give off the impression that you aren’t open to negotiations.

Example 1:

“I know the average salary for this type of entry-level position is in the $600-$900 range. I think that I would be a great fit for the role due to my skills and knowledge, so I am expecting a salary within that range.”

Example 2:

“Based on my research and with my experience and specific skills in JavaScript and CSS, I would expect to receive something in the range of $600 to $900. However, I am willing to be flexible as I am really interested in working for your company in this role.”

**6)**

Твій словник:

🔸 Values – Цінності.

🔸 Life force – Життєва сила.

🔸 To stay alert – Залишатись у тонусі.

🔸 To keep moving – Продовжувати йти вперед.

🔸 To challenge one’s thinking – Випробувати мислення.

🔸 To do without effort – Робити без зусиль.

What’s the most important thing for you at work?

July 15, 2022

1. Prepare a list

Prepare a list of qualities you find important in a job ahead of time.

2. Research the website in advance

Study the information from the company’s website and pay attention to the company's core values.

3. Consider the company’s values

Compare the company’s values to yours and present the points where you have similar views. Focus on the company as a whole, rather than focusing exclusively on the position you're applying for.

Example:

“The most important to me is learning new things. Learning something new is to me a life force. Knowing that every day I will be a little uncomfortable, helps me stay alert and keep moving. The best jobs demand more of me than what I think I can do and challenge my thinking. I definitely don’t want to be working in a job I can do without effort or thought.”

**7)**

Твій словник:

🔸 To pursue a career advancement – Прагнути до кар’єрного зростання.

🔸 To advance my career – Розвивати свою кар'єру.

🔸 To look forward to… – З нетерпінням чекати на…

🔸 To master front-end development – Освоїти фронтенд-розробку.

🔸 To get practical experience in… – Отримувати практичний досвід в…

🔸 I am eager to learn more about… – Я прагну дізнатись більше про…

🔸 I am hopeful that… – Я сподіваюсь, що...

🔸 To present new opportunities – Відкривати нові можливості.

What are your career goals?

July 15, 2022

Example 1:

I want to become a proficient frontend developer and start working with React. Also, I additionally want to study Vue.js, TypeScript, ReactNative. After I get a half-year or year work experience with frontend, I am eager to learn more about backend technologies and start with Node.js. I am hopeful that it would present me with new opportunities in this field.

Example 2:

As I pursue a career advancement, I am looking forward to learning new skills and improving my knowledge. This year I am going to master front-end development. That’s why I have to get practical experience in React and Vue.js. And then, I am planning to advance my career as a fullstack developer. In a year, I want to start working with Node.js.

**8)**

Твій словник:

🔸 To communicate new ideas – Обговорювати нові ідеї.

🔸 To talk something out – Обговорювати щось.

🔸 To micro-manage – Керувати, звертаючи увагу на кожну дрібницю.

🔸 To find approach – Знаходити підхід.

🔸 Strong-willed – Вольовий, упертий.

🔸 Self-confident – Впевнений в собі.

🔸Inspirational – Натхненний.

🔸Supportive – Підтримуючий.

🔸Goal-oriented – Цілеспрямований.

🔸Willingness to learn – Бажання вчитися.

What do you think of your previous boss?

July 20, 2022

Mistakes You Should Avoid

Never criticize personal habits when you could be focused on higher-priority aspects of someone's performance.

Avoid making assumptions.

Don't speak negatively about your boss, no matter how much he offended you. If your last experience wasn't good, at least you can say it's over.

“My boss was strong-willed, which sometimes made it difficult to communicate new ideas. However, we always managed to talk it out and find solutions that were best for the company. He did not micro-manage each position and I was free to find my own approach to the tasks I was given and it was great.”

**9)**

Твій словник:

🔸 Distrust – Недовіра.

🔸 Unhealthy working environment – Нездорові робочі умови.

🔸 Loss of efficiency – Втрата ефективності.

🔸 Common human values – Загальнолюдські цінності.

🔸 To build trust – Будувати довіру.

What’s unacceptable for you at work?

July 12, 2022

1. Prepare a list

Prepare a list of qualities you find unacceptable in a job in advance.

2. Research the website in advance

Study the information from the company’s website and pay attention to the company's core values.

3. Consider the company’s values

Compare your values to the company’s ones and present the points where you have similar views. Focus on the company as a whole, rather than focusing exclusively on the position you're applying for.

Example:

“The most unacceptable for me at work is distrust. It causes an unhealthy working environment which leads to loss of efficiency and conflicts inside a team. The more transparent the work environment, the happier the employees are. The happier employees are, the more productive they are. Ultimately, honesty builds trust in the company and confidence in leadership. Trust is important for me as a common human value and it should be realised at work either.”

**10)**

Твій словник:

🔸 Delegation / to delegate – Доручання / доручати.

🔸 To miss a deadline – Не вкладатись в дедлайн.

🔸 To be passionate about – Захоплюватись.

🔸 To stay up to date – Бути в курсі подій.

What is your greatest weakness / strength?

July 20, 2022

Weakness:

I think one area I could work on is my delegation skills. I spend more time than necessary by taking tasks personally that could easily be delegated to someone else. I have never missed a deadline but I realized that I can slow things down if I take all the tasks personally without delegating to others.

Strength:

One of my strengths is that I am passionate about learning new things. And I’ve always been very good at staying up to date. In my previous company, we used to spend a lot of time on manual testing. I have discussed with my manager and my team and implemented the automation process in one of our projects. The team was not happy with that sudden change from manual to automation process, but I managed to motivate them by holding regular updates and training.

https://www.softwaretestingmaterial.com/what-are-your-strengths/

**11)**

Твій словник:

🔸 To expand a stack – Розширювати стек.

🔸 To be surrounded by… – Бути оточеним…

🔸 Like-minded professionals – Однодумці-професіонали.

🔸 To strive for development – Прагнути до розвитку.

What are you looking for in your next job and employer?

July 16, 2022

“I want to start my career in an international company with a good reputation in the market. It is important for me to be able to grow professionally in my workplace, master new technologies and expand my stack. In the future, I want to be able to work remotely a few days a week, but for the probationary period I am ready to work in the office. It is important for me to be surrounded by like-minded professionals who strive for development and are simply pleasant people to communicate with.”

**12)**

Твій словник:

🔸 Challenging task – Складна задача.

🔸 Quarter – Квартал.

🔸 To produce new website pages – Створювати нові сторінки сайту.

🔸 To divide the goal into smaller targets – Ділити ціль на більш дрібні задачі.

🔸 To create the layout – Створювати макет.

🔸 To tackle – Вирішувати.

How did you handle a challenging situation at work?

July 18, 2022

“Last year I got a challenging task from my boss. For the last two quarters, I had to produce 8 new website pages. I divided the goal into smaller targets which made it easier for me to create the layout and content by the end of December. I made a schedule for what I could tackle each day. I completed the task successfully and got a promotion. Taking my work day by day and doing it segmented like that helps me reach deadlines.”

**13)**

Твій словник:

🔸 Unexpected issues – Неочікувані проблеми.

🔸 To end up four weeks behind – Закінчити на 4 тижні пізніше.

🔸 To reschedule the launch date – Переносити дату запуску.

🔸 To lose a profit – Втрачати прибуток.

🔸 To pay delay penalties – Платити штраф за затримку.

🔸 To handle something better – Справлятися з чимось краще.

Tell me about a time you made a mistake

July 20, 2022

“I was working as a project manager for about a year when I got my first complex project. When I prepared the project schedule, I was too optimistic, and I didn’t include much time for unexpected issues that might arise. In the end, we had more problems than I had expected, and we ended up four weeks behind. The customer had to reschedule the launch date. My company lost part of its profit because of having to pay delay penalties.

My error prompted me to seek an experienced colleague to mentor me. My mentor taught me how to handle scheduling better, gave me career advice, and helped me become a more efficient project manager.”

**14)**

Твій словник:

🔸 Technology stack – Стек технологій.

🔸 To provide health insurance – Надавати страховку.

🔸 To meet expectations – Відповідати очікуванням.

🔸 To successfully move to the position of… – Успішно переходити на позицію…

Questions to ask in the interview

July 27, 2022

Ask One Question at a Time

Avoid multi-part questions; they will only overwhelm the employer. Each question should have one specific point.

Ask Questions About Multiple Topics

Ask questions about a variety of topics to demonstrate your curiosity and interest in all aspects of the position.

Ask questions to show interest and learn about the organization

Welcome the interviewer’s invitation to ask questions as an opportunity to show your interest and ask about the specifics of the job that will help you make a good decision.

Examples:

What opportunities for professional development does your company offer?

What technology stack will I have to work with?

How do you currently support or mentor junior developers?

Do you provide health insurance?

How is teamwork built?

Do you already know which project I will work on?

What expectations should the intern meet in order to successfully move to the position of junior developer in 2 months?

Could you tell me about the compensation that’s being offered for this role?

Tell me a bit more about the hiring process

Is corporate training provided? If yes, in what format?

Currently, I am still working in the company. In case of the beginning of our cooperation with you, will it not be a problem if I have to work for 14 days at the previous place?

Does your company use SCRUM in the development process, or some other methodology?

**15)**

Твій словник:

🔸 To have strong communication skills - Мати сильні навички комунікації

🔸 To know how to deal with…. - Знати як працювати з…

🔸 To significantly/greatly improve something - Значно покращити щось

🔸 To build a process of effective communication - Будувати процес ефективної комунікації

🔸 To be good at… - Бути вправним в…

🔸 To be in charge of… - Бути відповідальним за…

🔸 To arrange - Організовувати

🔸 To coordinate - Узгоджувати

🔸 To onboard - Адаптувати

🔸 To broaden somebody’s horizons - Розширювати кругозір

🔸 To step into a new position - Переходити на нову посаду

🔸 Prior experience - Попередній досвід

🔸 By looking at… - Дивлячись на….

🔸 Besides… - До того ж…

How do you think your previous experience will help in this role?

August 31, 2022

1. Study the job description

You can’t explain how your previous experience is relevant to an employer’s role if you don’t first understand the position and which skills an employer wants to see.

2. Review your experience and look for similarities

Once you’ve reviewed the job description, it’s time to look back at your own experience (likely by reviewing your resume or LinkedIn profile) and think about what work experience you have that’s most similar to the employer’s needs.

3. Focus on your employer’s needs

Researching the company and the role they are looking to fill is a good idea when preparing to answer a variety of interview questions. Hiring managers always appreciate a candidate who focuses on talking about their exact position and needs, rather than talking in general terms.

Example 1:

“As I mentioned in my resume, I worked as a stewardess. By looking at my years of experience of being in that position, I could confidently say that I have strong communication skills and know how to deal with conflict and stressful situations. Besides, at my previous job I significantly improved my English and broadened my horizons. I’m confident that this prior experience will help me step into this new position and be successful.

Example 2:

“In my most recent role as an HR manager, I was in charge of arranging interviews, coordinating them, and onboarding new employees. I greatly improved my research skills and I am good at quickly finding necessary information. I know how important organized teamwork is and can build the process of effective communication. I think such work experience will help me in my career development inside your company.”

**16)**

Твій словник:

🔸 My main task was… - Основне завдання було

🔸 The project solves the problem of… - Проєкт вирішує проблему…

🔸 The benefit of this project is… - Перевага цьго проєкту

🔸 Throughout the project - Протягом всього проєкту

🔸 To face the problem of…- Зіштовхуватись з проблемою

🔸 To think through - Продумувати

🔸 To create something from scratch - Створювати щось спочатку

🔸 Thanks to… - Завдяки

🔸 Due to… - Через, по причині…

🔸 In addition… - До того ж…

🔸 Convenient application (app) - Зручний додаток

🔸 Data transfer - Передача даних

🔸 Data storage structure - Структура зберігання даних

🔸 To configure a database - Налаштовувати базу даних

🔸 To supplement the data - Доповнювати дані

🔸 To update the data - Оновлювати дані

🔸 To track expenses and income - Відстежувати витрати і доходи

Tell me about the last project your created

August 31, 2022

Example:

“My last project was an application that tracks your personal finances. My main task was to create and configure a database, make the frontend component of the site, and connect the database to the frontend. In addition, I was to think through the logic of the behavior of the web application and correct data transfer from the frontend to the backend. Throughout the project, I faced the problem of making up a data storage structure so that it was correctly updated, supplemented and created. The project solves the problem of keeping record of your personal finances. Thanks to the application, you will always know how much money you have and how much you spend a month. The benefit of this project is that I created an application from scratch that is convenient for me personally. I can also see detailed statistics on expenses and income.”

**17)**

Твій словник:

🔸 Technology stack – Стек технологій.

🔸 To provide health insurance – Надавати страховку.

🔸 To meet expectations – Відповідати очікуванням.

🔸 To successfully move to the position of… – Успішно переходити на позицію…

[**https://youtu.be/9-T\_zwmnZSc**](https://youtu.be/9-T_zwmnZSc)

So what are soft skills? These are skills that refer to various personality traits such as attitude, communication, critical thinking, time management, creative abilities, etc. Soft skills help in capitalizing on your potential and help you stand out. All those educational certifications don’t matter if you are poor at these soft skills. Hence, you must groom your soft skills.

✅Soft Skill 1: Communication Skills. you must possess good communication skills, both written and verbal. Being a good communicator is crucial in any workplace. Having strong communication will boost your chances of building healthy relationships with your co-workers.

✅Soft Skill 2: Adaptability. One thing you should always remember is that your work might not go as planned. Hence, you need to be flexible and be adaptable to accommodate new changes and find alternate solutions.

✅Soft Skill 3: Problem-Solving. To be a problem solver, always think of solutions and not the problem. Critical thinking is also another important skill.

✅Soft Skill 4: Teamwork. The success of every company depends on the hard work of all its employees. Every employee is different, and each of them has its own set of strengths.

✅Soft Skill 5: Time Management. You should do your work well but at the same time keep in mind the deadlines. You must be able to manage your time well to provide fruitful results.

So those were our set of the top 5 soft skills every professional must-have. Apart from these skills, it would be best if you always remembered to carry a positive attitude. Even when things might fall apart, it is of utmost importance that you carry a positive outlook, which will surely help you overcome your problems.

Soft skills help build a reputation, opening the door to more opportunities than you can ever imagine. So don’t just rely on those educational certificates to grow in your career. Instead, make sure that you incorporate these soft skills, and you will surely see how different your life will be.

**18)**

Твій словник:

🔸 Working Conditions - Робочі умови

🔸 To do a typical nine-to-five job - Виконувати типічну нормовану роботу

🔸 To have flexible hours - Мати гнучкий графік роботи

🔸 To work remotely - Працювати віддалено

🔸 To clock in - Відмічатись на роботі

🔸 To work on a project basis - Працювати на проектній основі

🔸 To work on my own - Працювати самостійно

🔸 To schedule an appointment - Назначати зустріч

🔸 Headquarter - Головний офіс

🔸 Commute - Поїздка на роботу

🔸 The downside is - Недоліком є

Describe your working conditions now or in the previous workplace

August 31, 2022

Ronan

"I work in a fairly traditional office environment doing a typical nine-to-five job. I like my job, but it’s annoying that my commute to work takes an hour and a half each way and most of my work could really be done remotely. But my boss doesn’t seem to trust that we will get any work done without being controlled, and everyone in the company has to clock in and out every day. It’s frustrating that they feel the need to monitor what we do so closely instead of judging us based on our task performance, like most companies do these days."

Marcus

"I work for a global IT company, but because their headquarters are in the States, I do all my work online from home. That means that I don’t waste time commuting or making idle chitchat with colleagues. I work on a project basis, and this flexibility is very valuable to me because it means that I can easily take some time off when my children need me to go to their school performances or if I need to schedule an appointment with the dentist. The downside is that without clear office hours, I tend to work well into the evening, sometimes skipping dinner to finish a task. It can also get quite lonely working on my own, and I sometimes miss sharing ideas with colleagues."

**19)**

Твій словник:

🔸 To keep/maintain eye contact - Підтримувати зоровий контакт

🔸

🔸 To ask the interviewer for clarification - Попросити інтерв'юера про роз'яснення

🔸 To speak calmly - Говорити спокійно

🔸 To compose your thoughts - Сформулювати думки

🔸 To turn your attention back to… - Повертати свою увагу назад до…

🔸 To start by… - Починати з…

🔸 To aim to… - Прагнути…

🔸 Take your time - Не поспішай

🔸 To prepare and rehearse the answers - Готувати і репетирувати відповіді

🔸 To turn attention back to… - Повертати увагу назад до…

# What should you do to appear confident in an interview?

August 31, 2022

*Use these tips to impress interviewers with your confidence:*

**1. Make eye contact**

To show confidence, start by practicing your eye contact. Keeping natural and steady eye contact throughout your interview is an excellent way to project confidence. Aim to maintain natural eye contact instead of making eye contact that feels intense. Try occasionally looking at your resume or other material you brought with you to the interview before turning your attention back to the hiring manager.

**2. Prepare and rehearse your answers**

One great way to showcase interview confidence is to prepare your answers to common interview questions. When you walk into an interview with the knowledge that you are prepared, it can take off the pressure and help you feel more confident. Consider sitting down with a friend or family member to think about your answers. They do not need to be memorized but aim to prepare enough so that you can produce responses you are proud of.

**3. Take your time**

Speak calmly and slowly. To stop yourself from rambling, try to answer each question by addressing one point at a time. Confident people also tend to take their time when answering questions. If you feel like you need a moment to compose your thoughts, feel free to say, “That is a good question. Let me think about that for a second.” Also, do not be afraid to ask the interviewer for clarification of the question.

**20)**

Твій словник:

🔸 To cover vital organs - Прикривати важливі органи

🔸 To cover body up - Прикривати тіло

🔸 To fold hands - Складати руки

🔸 To get comfortable - Влаштуватись позручніше

🔸 To constrict - Сковуватись

🔸 To gesture - Жестикулювати

🔸 To keep palms open - Тримати долоні відкритими

🔸 Stage – Сцена

[**https://www.youtube.com/watch?v=ZK3jSXYBNak**](https://www.youtube.com/watch?v=ZK3jSXYBNak)