



READ BEFORE SESSION U11 30 mins

DONT'S DURING A JOB INTERVIEW:

When interviewing with Google or any other company, it's essential to present yourself in the best possible light.

Here are ten things you **should NEVER** do or say during an interview with Google:

1. Don't badmouth previous employers or colleagues. Avoid speaking negatively about past employers, colleagues, or companies, as it can reflect poorly on your professionalism and attitude.
2. Don't exaggerate or lie about your qualifications: Be honest about your skills, experiences, and achievements. Exaggerating or lying can damage your credibility and jeopardize your chances of being hired.
3. Don't be unprepared: Research the company, its products, culture, and values before the interview. Being unprepared can make you appear disinterested or uncommitted to the opportunity.
4. Don't interrupt or talk over the interviewer: Show respect for the interviewer by listening attentively and waiting for them to finish speaking before responding. Interrupting or talking over the interviewer can be perceived as rude or disrespectful.
5. Don't ask inappropriate questions: Avoid asking questions about salary, benefits, or vacation time during the initial interview stages. Focus instead on asking thoughtful questions about the role, team, and company culture.
6. Don't show up late: Arrive on time for the interview or, ideally, a few minutes early. Showing up late without a valid reason can create a negative first impression and may indicate a lack of respect for the interviewer's time.
7. Don't dress inappropriately: Dress professionally for the interview, even if the company has a casual dress code. Avoid wearing overly casual or revealing clothing, as it can detract from your professionalism.
8. Don't use inappropriate language: Maintain a professional demeanor and avoid using slang, profanity, or offensive language during the interview. It's essential to always communicate clearly and respectfully.

9. Don't dominate the conversation: While it's important to share your experiences and insights, avoid monopolizing the conversation. Give the interviewer an opportunity to ask questions and engage in dialogue.

10. Don't appear disinterested or unenthusiastic: Show enthusiasm for the role and company at the interview. Express your genuine interest in the opportunity and why you're excited about the possibility of working for Google.

By avoiding these common pitfalls, you can present yourself as a professional, engaged candidate who is well-suited for the role and company culture at Google. Remember to be authentic, prepared, and respectful throughout the interview process.

READ BEFORE SESSION U12 30 mins

GOOD VERBS DURING JOB INTERVIEWS:

When participating in a job interview, certain verbs are essential for effectively communicating your skills, experiences, and qualifications to the interviewer. Here are some of the most important verbs to use during a job interview:

1. Demonstrate: Use this verb to showcase specific examples or instances where you have applied your skills or achieved success in previous roles.

- Example: "I can demonstrate my leadership abilities through a project where I led a team to exceed our sales targets by 20%."

2. Describe: Use this verb to provide details about your experiences, accomplishments, and qualifications.

- Example: "Let me describe how I implemented a new process that improved efficiency in my previous role."

3. Highlight: Use this verb to draw attention to specific achievements, skills, or qualifications that are particularly relevant to the job you're applying for.

- Example: "I'd like to highlight my experience in project management, which includes successfully leading cross-functional teams to deliver projects on time and within budget."

4. Adapt: Use this verb to illustrate your ability to adjust to new situations, environments, or challenges.

- Example: "I have a proven ability to adapt to changing priorities and environments, as demonstrated by my experience working in fast-paced startup environments."

5. Collaborate: Use this verb to emphasize your teamwork and communication skills.

- Example: "I enjoy collaborating with colleagues from different departments to achieve common goals and deliver results that exceed expectations."

6. Achieve: Use this verb to discuss specific accomplishments or outcomes that you have achieved in previous roles.

- Example: "In my previous role, I achieved a 30% increase in customer satisfaction by implementing a new feedback system and addressing customer concerns proactively."

7. Lead: Use this verb to highlight instances where you have taken initiative or led teams to success.

- Example: "I have a track record of leading teams to success, such as when I led a cross-functional team to launch a new product that generated \$1 million in revenue within the first year."

8. Innovate: Use this verb to discuss your ability to generate creative solutions or ideas.

- Example: "I thrive on innovation and have a history of developing creative solutions to complex problems, such as when I implemented a new marketing strategy that resulted in a 50% increase in leads."

9. Problem-solve: Use this verb to demonstrate your ability to analyze problems and develop effective solutions.

- Example: "I excel at problem-solving and have a proven ability to identify root causes and develop actionable solutions, as demonstrated by my role in reducing customer complaints by 40%."

10. Contribute: Use this verb to discuss how you can add value to the organization and contribute to its success.

- Example: "I'm excited about the opportunity to contribute my skills and experience to your team and help drive the company's growth and success."

Using these verbs effectively during a job interview can help you communicate your qualifications and experiences confidently and persuasively, making a positive impression on the interviewer.

GOOD ADJECTIVES

During job interviews, using the right adjectives can help you effectively communicate your qualities, skills, and experiences to the interviewer. Here are some of the best adjectives to use during job interviews:

1. **Adaptable:** Demonstrates your ability to adjust to new situations, environments, or challenges.
 - Example: "I'm adaptable and thrive in fast-paced, dynamic work environments."
2. **Proactive:** Indicates your tendency to take initiative and anticipate needs or opportunities.
 - Example: "I'm proactive and always look for ways to improve processes and achieve better results."
3. **Collaborative:** Highlights your ability to work effectively with others and contribute to team success.
 - Example: "I'm collaborative and enjoy working with diverse teams to achieve common goals."
4. **Innovative:** Emphasizes your creativity and ability to generate new ideas or solutions.
 - Example: "I'm innovative and constantly seek out opportunities to innovate and drive positive change."
5. **Detail-oriented:** Shows your attention to detail and commitment to accuracy.
 - Example: "I'm detail-oriented and ensure that all tasks are completed with precision and thoroughness."
6. **Results-driven:** Indicates your focus on achieving goals and delivering tangible outcomes.
 - Example: "I'm results-driven and consistently meet or exceed performance targets."
7. **Resilient:** Demonstrates your ability to bounce back from setbacks or challenges.
 - Example: "I'm resilient and maintain a positive attitude even in the face of adversity."
8. **Adaptable:** Shows your ability to learn quickly and apply new knowledge effectively.
 - Example: "I'm adaptable and quickly pick up new skills and technologies as needed."
9. **Analytical:** Highlights your ability to analyze information and make informed decisions.
 - Example: "I'm analytical and use data-driven insights to inform strategic decision-making."

10. **Leadership**: Indicates your ability to lead and inspire others to achieve common goals.

- Example: "I'm a natural leader and have a track record of successfully leading teams to success."

11. **Customer-focused**: Emphasizes your dedication to meeting the needs and expectations of customers or clients.

- Example: "I'm customer-focused and prioritize delivering exceptional service and satisfaction."

12. **Organized**: Shows your ability to manage time, resources, and tasks efficiently.

- Example: "I'm organized and adept at prioritizing tasks to meet deadlines and deliver results."

13. **Communicative**: Highlights your strong communication skills, both verbal and written.

- Example: "I'm communicative and excel at conveying complex ideas clearly and persuasively."

14. **Solution-oriented**: Demonstrates your ability to identify problems and develop effective solutions.

- Example: "I'm solution-oriented and approach challenges with a proactive mindset to find innovative solutions."

15. **Flexible**: Indicates your willingness to adapt to changing circumstances or requirements.

- Example: "I'm flexible and able to adjust my approach as needed to accommodate evolving priorities."

Using these adjectives strategically during a job interview can help you convey your strengths and qualifications effectively, leaving a positive impression on the interviewer. It's important to choose adjectives that accurately reflect your qualities and experiences and to provide specific examples to support your claims.

Watch this video to prepare for the next classes

<https://www.youtube.com/watch?v=eIMR82oO2Dc>

READ BEFORE SESSION U14 – 3:30 hrs

PHRASAL VERBS AND IDIOMS

Using phrasal verbs and idioms appropriately during a job interview can indeed help demonstrate your fluency and command of the English language. However, it's crucial to use them judiciously and only when they naturally fit into the conversation. Here are some phrasal verbs and idioms that can impress an interviewer:

1. **Hit the ground running:** To start something immediately and with great energy and enthusiasm.

- Example: "I'm confident that I can hit the ground running and make a meaningful impact from day one."

2. **Think outside the box:** To think creatively and unconventionally to solve a problem or come up with new ideas.

- Example: "I'm known for my ability to think outside the box and find innovative solutions to complex challenges."

3. **Go the extra mile:** To make additional effort or put in more work than is expected.

- Example: "I'm willing to go the extra mile to ensure that projects are completed successfully and exceed expectations."

4. **Bring to the table:** To contribute something of value or importance to a situation or discussion.

- Example: "I bring a unique combination of skills and experiences to the table that I believe will benefit your team."

5. **Get up to speed:** To become knowledgeable or informed about a subject or situation.

- Example: "I'm eager to get up to speed on your company's processes and procedures so that I can start contributing as soon as possible."

6. **Hit it off:** To quickly establish a good relationship or rapport with someone.

- Example: "I hit it off with my colleagues from the moment I joined my previous company, which made collaboration and teamwork much smoother."

7. **Step up to the plate:** To take on a challenge or responsibility willingly and confidently.

- Example: "I'm ready to step up to the plate and take on a leadership role within your organization."

8. **Cutting-edge:** At the forefront of innovation or advancement.

- Example: "I'm drawn to this company because it's known for its cutting-edge technology and forward-thinking approach."

9. **In the loop:** Knowledgeable about what is happening or being planned.

- Example: "I'll keep you in the loop regarding any developments or updates related to the project."

10. **Bite the bullet:** To endure a difficult or unpleasant situation with courage and determination.

- Example: "Despite the challenges we faced, we had to bite the bullet and push through to meet our deadlines."

11. **Put one's best foot forward:** To make a good impression by trying hard and presenting oneself in the best possible way.

- Example: "I always strive to put my best foot forward in everything I do, whether it's collaborating with colleagues or tackling new projects."

12. **Get the ball rolling:** To start a process or activity, especially when it has been delayed or stagnant.

- Example: "Let's schedule a meeting to get the ball rolling on this project and discuss our next steps."

13. **On the same page:** In agreement or understanding about something.

- Example: "It's important for the team to be on the same page regarding our objectives and priorities."

14. **Stay on top of:** To remain informed about the latest developments or changes in a particular area.

- Example: "I make it a priority to stay on top of industry trends and best practices to ensure that I'm always learning and growing."

15. **Break the ice:** To initiate conversation or ease tension in a social or professional setting.

- Example: "I always try to break the ice in meetings by asking open-ended questions and encouraging everyone to share their thoughts."

Remember to use these phrasal verbs and idioms appropriately and naturally within the context of the conversation. Overusing them or forcing them into the conversation can come across as unnatural or insincere.

READ BEFORE LAST SESSION U15 – 3:30 hrs

- **JOB INTERVIEW 1**

1. Can you tell us about a project you worked on that demonstrates your problem-solving skills?

- Example Answer: "In my previous role, I led a team that was tasked with improving our company's website performance. We conducted a thorough analysis to identify bottlenecks and implemented several optimizations, including caching strategies and code refactoring. As a result, we were able to significantly reduce page load times and improve overall user experience."

2. How do you stay updated on the latest trends and technologies in your field?

- Example Answer: "I'm passionate about learning and regularly attend industry conferences, workshops, and webinars. I also subscribe to relevant blogs and podcasts, participate in online forums, and collaborate with colleagues to share knowledge and insights. Additionally, I enjoy working on personal projects that allow me to experiment with emerging technologies."

3. Can you describe a challenging situation you faced in a team project and how you resolved it?

- Example Answer: "During a recent project, our team encountered a disagreement regarding the best approach to implementing a new feature. To address the issue, I facilitated open communication and encouraged each team member to share their perspectives. We then collectively evaluated the pros and cons of each approach, considered stakeholder feedback, and ultimately reached a consensus that aligned with our project goals."

4. How do you prioritize tasks and manage your time effectively in a fast-paced environment?

- Example Answer: "I rely on a combination of time management techniques, such as creating daily to-do lists, using productivity tools like Trello or Asana, and practicing the Pomodoro Technique to maintain focus and avoid burnout. I also prioritize tasks based on their urgency and importance, regularly reassessing and adjusting my priorities as needed to ensure timely delivery of projects."

5. Tell us about a time when you had to adapt to a significant change or challenge at work.

- Example Answer: "In my previous role, our company underwent a major restructuring that resulted in changes to our team's responsibilities and reporting structure. To adapt to the new environment, I proactively sought feedback from leadership, collaborated with colleagues to identify areas for improvement, and volunteered to take on additional responsibilities to support the team's transition. By embracing change and maintaining a positive attitude, I was able to navigate the challenges effectively."

6. How do you approach collaboration and communication with cross-functional teams?

- Example Answer: "I believe effective collaboration is essential for success, especially in a dynamic environment like Google. I strive to foster open communication, establish clear goals and expectations, and leverage each team member's strengths to achieve our collective objectives. I also prioritize active listening, empathy, and constructive feedback to ensure everyone feels valued and heard."

7. Can you share an example of a time when you had to deal with ambiguity or uncertainty in a project?

- Example Answer: "During a recent project, our team encountered unexpected technical challenges that threatened to derail our timeline. Rather than panicking, I encouraged my colleagues to approach the situation with a growth mindset and brainstorm potential solutions collaboratively. Through experimentation, iterative testing, and continuous communication, we were able to overcome the obstacles and deliver a successful outcome."

8. How do you handle constructive criticism and feedback?

- Example Answer: "I view constructive criticism as an opportunity for growth and welcome feedback from colleagues, managers, and stakeholders. I strive to maintain a growth mindset, remain open to new perspectives, and use feedback as a catalyst for self-improvement. I actively seek out opportunities for mentorship and coaching to further develop my skills and capabilities."

9. What motivates you to excel in your work, and how do you maintain a high level of performance?

- Example Answer: "I'm driven by a desire to make a meaningful impact and contribute to the success of the team and organization. I stay motivated by setting ambitious yet achievable

goals, celebrating milestones, and seeking out new challenges that push me outside of my comfort zone. Additionally, I prioritize work-life balance, self-care, and personal development to sustain my energy and enthusiasm over the long term."

10. Why do you want to work for Google, and how do you align with our company culture and values?

- Example Answer: "I've long admired **Google's** innovative spirit, commitment to excellence, and dedication to making a positive impact on the world. I'm inspired by **Google's** mission to organize the world's information and make it universally accessible and useful. I'm particularly drawn to **Google's** culture of collaboration, diversity, and inclusion, as well as its emphasis on continuous learning and growth. I believe my values and passion for innovation align closely with those of **Google**, and I'm excited about the opportunity to contribute to such a dynamic and forward-thinking organization."

These questions and example answers are designed to help candidates prepare for a job interview at Google by showcasing their skills, experiences, and alignment with the company's culture and values. It's essential for candidates to personalize their responses based on their own experiences and achievements.

- **JOB INTERVIEW 2**

1. Can you tell us about your previous experience in leadership roles, and how it has prepared you for a senior management position at Company?

- Example Answer: "Throughout my career, I've held various leadership roles where I've been responsible for driving strategic initiatives, managing teams, and delivering results. For example, in my most recent role as a senior manager at [**Company X**], I led a cross-functional team in launching a new product that resulted in a 30% increase in revenue within the first year. These experiences have equipped me with the necessary skills in strategic planning, team leadership, and project management to excel in a senior management role at Google."

2. How do you approach building and developing high-performing teams?

- Example Answer: "I believe in fostering a culture of trust, collaboration, and accountability to empower team members to reach their full potential. I prioritize hiring top talent with diverse backgrounds and skill sets, ensuring a balanced team that can tackle complex challenges effectively. I provide clear direction and support, encourage open communication and feedback, and invest in continuous learning and development opportunities to help team members grow and succeed."

3. Company values innovation and creativity. Can you share an example of how you fostered innovation within your team or organization?

- Example Answer: "In my previous role, I established a dedicated innovation program aimed at fostering creativity and driving continuous improvement. I encouraged team members to experiment with new ideas, technologies, and processes, providing resources and support to turn innovative concepts into tangible outcomes. For example, we implemented a hackathon initiative where team members had the opportunity to collaborate across departments and develop innovative solutions to address customer needs. This resulted in several successful product enhancements and process improvements that positively impacted our business."

4. As a senior manager, you'll be responsible for driving strategic initiatives. How do you approach strategic planning and decision-making?

- Example Answer: "I approach strategic planning with a data-driven mindset, conducting thorough analyses and assessments to identify market trends, opportunities, and potential risks. I collaborate with key stakeholders to define clear objectives and develop actionable plans that align with the organization's goals and priorities. When making decisions, I weigh various factors, including financial implications, resource allocation, and potential impact on stakeholders, to ensure informed and effective outcomes."

5. How do you handle conflict or disagreement within your team or organization?

- Example Answer: "I believe in addressing conflict or disagreement proactively and constructively to foster a positive and collaborative work environment. I encourage open communication and dialogue, actively listen to different perspectives, and facilitate constructive discussions to identify common ground and reach consensus. When necessary, I'm not afraid to make difficult decisions or provide mediation to resolve conflicts and ensure that team dynamics remain healthy and productive."

6. Company is known for its fast-paced and dynamic work environment. How do you prioritize tasks and manage your time effectively to meet deadlines and deliver results?

- Example Answer: "I thrive in fast-paced environments and excel at managing multiple priorities and deadlines. I prioritize tasks based on urgency and importance, leveraging tools such as time-blocking, task lists, and project management software to organize my workload efficiently. I'm proactive in anticipating potential bottlenecks or challenges and implement strategies to mitigate risks and ensure timely delivery of projects. Additionally, I maintain open communication with stakeholders to manage expectations and provide regular updates on progress."

7. Can you share an example of a challenging situation you faced as a senior manager and how you overcame it?

- Example Answer: "In a previous role, I encountered a significant budget shortfall that threatened to derail a critical project. To address the challenge, I conducted a comprehensive review of expenses, identified areas for cost savings and efficiencies, and negotiated with vendors to secure favorable terms. I also collaborated with cross-functional teams to explore

alternative funding sources and reallocate resources as needed. Through strategic planning, effective communication, and teamwork, we were able to overcome the budget shortfall and successfully complete the project within the established timeline."

8. Company values diversity and inclusion. How do you promote diversity and create an inclusive work environment within your team or organization?

- Example Answer: "I'm committed to fostering a culture of diversity, equity, and inclusion where every team member feels valued, respected, and empowered to contribute their unique perspectives and talents. I champion diversity initiatives such as inclusive hiring practices, unconscious bias training, and employee resource groups to promote diversity and create opportunities for underrepresented groups. I also prioritize creating a supportive and inclusive work environment where all team members feel heard, supported, and encouraged to thrive."

9. Company places a strong emphasis on learning and development. How do you support the professional growth and development of your team members?

- Example Answer: "I'm passionate about investing in the professional growth and development of my team members to help them reach their full potential. I provide ongoing feedback, coaching, and mentorship to support their career aspirations and personal goals. I also encourage continuous learning and skill development through opportunities such as training programs, workshops, conferences, and certifications. Additionally, I empower team members to take on stretch assignments and leadership roles to broaden their experiences and expand their skill sets."

10. Why do you want to work for Company, and how do you align with our company's mission and values?

- Example Answer: "I'm excited about the opportunity to work for Google because of its innovative culture, commitment to excellence, and impact on the world. I'm inspired by Google's mission to organize the world's information and make it universally accessible and useful. I align with Company's values of focusing on the user, maintaining a commitment to the highest standards of ethical behavior, and fostering a culture of collaboration, innovation, and diversity. I believe my skills, experiences, and leadership style are well-suited to contribute to Google's continued success and make a positive impact on its mission."

These questions and example answers are designed to help senior manager candidates prepare for a job interview at Google by showcasing their leadership capabilities, strategic thinking, problem-solving skills, and alignment with the company's culture and values. It's essential for candidates to personalize their responses based on their own experiences, achievements, and aspirations.

- **JOB INTERVIEW 3**

Interviewer: "Thank you for joining us today. Let's start by discussing your background. Can you tell us about your education and any relevant experiences you have?"

Candidate: "Of course. I recently graduated with a degree in Computer Science from [University Name]. During my studies, I completed internships at two tech startups, where I gained hands-on experience with software development and project management. Additionally, I participated in coding competitions and contributed to open-source projects to further develop my skills."

Interviewer: "That sounds impressive. Can you walk us through a project you worked on during your internship and the role you played in its success?"

Candidate: "Certainly. One project I worked on involved developing a mobile application for tracking fitness goals. My role was primarily focused on front-end development, where I was responsible for designing user interfaces and implementing interactive features. I collaborated with the design and backend teams to ensure seamless integration and user experience. As a result of our efforts, the app received positive feedback from users and saw a significant increase in downloads."

Interviewer: "Great. At Company, we value collaboration and teamwork. Can you provide an example of a time when you worked effectively as part of a team?"

Candidate: "Absolutely. In my final year project at university, I collaborated with a team of four classmates to develop a web-based platform for online collaboration and file sharing. Each team member had a specific role, and we utilized agile methodologies to manage our workflow effectively. Despite facing challenges along the way, such as tight deadlines and technical issues, we maintained open communication and supported each other to deliver a high-quality product on time."

Interviewer: "Excellent teamwork experience. How do you stay updated on the latest trends and technologies in the tech industry?"

Candidate: "I'm passionate about continuous learning and staying informed about industry developments. I regularly follow tech blogs, subscribe to newsletters, and participate in online communities such as GitHub and Stack Overflow. Additionally, I attend tech meetups and conferences whenever possible to network with professionals and learn about emerging technologies firsthand."

Interviewer: "That's impressive. At Company, we value innovation and creative thinking. Can you share an example of a time when you came up with an innovative solution to a problem?"

Candidate: "Certainly. During my internship, I encountered a challenge where our application was experiencing slow load times due to inefficient code. After conducting a thorough analysis, I proposed implementing caching mechanisms and optimizing database queries to improve performance. I collaborated with the backend team to implement these changes, and we saw a significant reduction in load times as a result. This experience taught me the importance of thinking critically and finding creative solutions to technical challenges."

Interviewer: "Thank you for sharing that example. Finally, why do you want to work for Google, and how do you see yourself contributing to our team?"

Candidate: "I've always admired Company's commitment to innovation, diversity, and making a positive impact on the world. I'm particularly drawn to the opportunity to work with talented individuals from diverse backgrounds and collaborate on projects that push the boundaries of technology. I believe my technical skills, passion for learning, and collaborative mindset align well with Company's values, and I'm excited about the prospect of contributing to the company's success."

Interviewer: "Thank you for your thoughtful responses. We appreciate you taking the time to interview with us."

This simulated interview demonstrates how a candidate might respond to questions during a junior role interview, emphasizing their education, experiences, teamwork, problem-solving skills, and alignment with the company's values and culture. It's essential for candidates to tailor their responses to their own experiences and strengths while showcasing their enthusiasm and suitability for the role.