**Job interview in English**

**Task: to make the list of questions and interview your partner (15-20)**

“Acts” of an Interview

Act I: The Entrance

Act II: The Performance

Act III: The Exit

**Act I: The Entrance**

The Art of Meeting and Greeting

*I: Please, come in and take a seat.*

*C: Thank you, Sir/Madam.*

*I: Hello. What is your name?*

*C: Good morning, Mr/Mrs/Ms/Professor Smith. My name is John Doe.(NB: first name first, last name last!) It’s a pleasure/ Nice/Pleased to meet you.*

*I: How do you do?*

*C: How do you do. My name is….*

*I: Hello. Nice to meet you, too. Thank you for coming.*

*C: Thank you for having me.*

**Act II: The Performance. Core of the Interview**

Question Categories

A. Persona (questions 1-4)

B. Qualifications, Work experience and Career goals (5-9)

A. Questions about your persona

1. Questions about you

2. Question about your strengths

3. Questions about your weaknesses

4. Questions about hobbies/interests

1. Questions about you

Sample questions:

• Tell us something about yourself.

• How would you describe yourself?

• Can you talk to us about yourself?

2. Question about your strengths

Sample questions:

• What are/would you consider to be your greatest strengths?

• What would you say your strongest assets are?

• What are your most positive aspects?

Include 3-4 positive character traits:

trustworthy

honest

persistent

determined

tolerant

open-minded

adaptable

flexible

hard-working

reliable

friendly

loyal

Include 3-4 proficiency traits:

expert

detail-oriented

team-player

problem-solver

competent

multi-tasker

achiever

initiator

mediator

quick-learner

Leader

efficient

3. Questions about your weaknesses

Sample questions:

• What are your greatest/strongest weaknesses?

• Which aspects or areas of yourself are you improving or would like to improve?

4. Questions about hobbies/interests

Sample questions:

• What are your hobbies/interests?

• Do you practice any sports?

• What do you do your free/leisure time?

• Do you belong to any clubs or associations?

• Do you do any volunteer work?

B. Questions about qualifications, work experience and career goals

5. Questions about the job you are applying for

6. Question about hiring you

7. Question about what you know about the company

8. Questions about current and past work experience

9. Questions about career goals

5. Questions about the job you are applying for

Sample questions:

• Why are you interested in working here?

• Why have you applied for this post?

• What do you expect from this job?

6. Question about hiring you

Sample questions:

• Why should we hire you?

• Give us a good reason for taking you on.

• Why do you think you are the best person for this position?

7. Questions about what YOU know about the company

Sample questions:

• What do you know about our company?

• Are you familiar with our company’s current projects and future prospects?

8. Questions about current and past work experience

Sample questions (current employment):

• Who is your current employer?

• What are your duties and responsibilities?

• Why are you leaving your current job?

9. Questions about career goals

Sample questions:

• Where do you see yourself five years from now/in five years’ time?

• What are your career goals?

• How do plan to achieve your career goals?

**Act III: The Exit Thanking and Taking Leave**

A. Your questions about the job and company

B. Thanking and asking about next steps

A. Your questions about the job and company

Sample questions: Interviewer:

• Do you have any questions for us?

• Is there anything you’d like to know about us? Candidate (prepare 4/5 questions)

B. Thanking and asking about the next steps

1. At the end of the interview

• Thank the interviewers for their time.

• Ask about the next steps and when you can expect a response from them.

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**Most common sample questions**

* Tell me about your self.
* Why do you want to work here? or What about our company interests you?
* Why did you leave your last job?
* What are your best skills?
* What is your major weakness?
* Do you prefer to work by yourself or with others?
* What are your career goals? or What are your future plans?
* What are your hobbies? or Do you play any sports?
* What salary are you expecting?
* What have I forgotten to ask?

**Additional sample questions**

**Questions about your Qualifications**

* What can you do for us that someone else can't do?
* What qualifications do you have that relate to the position?
* What new skills or capabilities have you developed recently?
* Give me an example from a previous job where you've shown initiative.
* What have been your greatest accomplishments recently?
* What is important to you in a job?
* What motivates you in your work?
* What have you been doing since your last job?
* What qualities do you find important in a coworker?

**Questions about your Education**

* How do you think your education has prepared you for this position?
* What were your favorite classes/activities at school?
* Why did you choose your major?
* Do you plan to continue your education?

**Additional sample questions**

**Questions about your Work Experience**

* What have you learned from your past jobs?
* What were your biggest responsibilities?
* What specific skills acquired or used in previous jobs relate to this position?
* How does your previous experience relate to this position?
* What did you like most/least about your last job?
* Whom may we contact for references?

**Questions about your Career Goals**

* What would you like to being doing five years from now?
* How will you judge yourself successful? How will you achieve success?
* What type of position are you interested in?
* How will this job fit in your career plans?
* What do you expect from this job?
* Do you have a location preference?
* Can you travel?
* What hours can you work?
* When could you start?