***THE JOB INTERVIEW IN ENGLISH***

Congratulations! You have applied for a job and now you are getting ready for that important job interview. You need to make sure that you also have the right type of English for that job interview.

The job interview in English contains specific questions and appropriate answers. It also requires certain flexibility in your usage of tenses.

When you walk in the room the very first impression you make on the interviewer can have a great influence on the rest of the interview. It is important that you introduce yourself, shake hands, and are friendly. The first question is often a "breaking the ice" type of question. Don't be surprised if the interviewer asks you something like:

* How are you today?
* What do you think of the weather lately?
* Did you have any trouble finding us?

Don't be surprised by the friendly tone. The interviewer wants to put you at ease (help you relax). Answer the question without going into too much detail. The language you use should be simple but polite, for example:

* ***How are you today?***
* ***I'm well thank you.***

While it is impossible to guess exactly what you will be asked during an interview, you can prepare yourself by developing answers to the most common job interview questions. This kind of preparation will not only help you remain calm during the interview, it will help you control the results. Regardless of your field, there are five things that almost every interviewer asks:

***Can you tell me about yourself?***

This is the most hated and most common question in interview history. Typically asked at the beginning of the job interview, this question gives the interviewer an opportunity to gain knowledge about you and your capabilities.   
When you answer, offer a summary of your personality, skills, experience, and work history. Do not mention your knitting hobby or your pet iguana. Try to stick with facts that will demonstrate why you are the person for the job.

***Why do you want to work here?***

Even if it is true, do not answer with: Because I really need a job and you were hiring. If you did any research prior to the interview, you can answer this question. Utilize what you know about the company. Tell the interviewer why you admire the company, their practices, or their product.   
If everything else fails, make a connection between the job description and your abilities. Tell the interviewer why you are compatible with their company.

***Why should we hire you?***

This is one of the most important questions that you will be asked, and you need to make sure that you have a very good answer. Try to be as specific as possible. Explain in detail: why you would make a good employee, why you are the right fit for the job, and what sets you apart from other applicants. Point out your achievements, accomplishments, and applicable experience.

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

This is actually more of a test than a question. The interviewer wants to see what pushes your buttons. Your answer should be as honest as possible, but whatever you do, try not to sound bitter, angry, or violent. And most importantly, do not badmouth your former company, boss, or co-workers.

***Where do you see yourself in five years?***

Why do interviewers continue to ask this question? Because- it shows them how motivated you are and it offers insight into your professional intentions. Instead of telling the interviewer that you would like to be sailing in the Bahamas, try offering information about your professional goals as the relate to your job or industry.

***What is most important?***

Talking about your experience and credentials (qualifications) is the most important part of any job interview. Your qualifications include your education from High School on and any special training you may have done in the past. Your experience is any work that you have done that is directly or indirectly related to the job you are applying for.

***Education***

Remember that your education took place in the past. Therefore, you need to use the past tenses, for example: I attended the University of Helsinki from 1987 to 1993. I graduated with a degree in agricultural planning.

If you are currently a student you should use the following present tenses:  
I am currently studying at the University of New York and will graduate with a degree in Economics in the spring. I am studying English at the Borough Community College. Etc.

Remember to include any training you may have had when talking about your education. This includes any computer training, correspondence courses, etc. Make sure to mention your English studies. This is very important as English is not your first language and the employer may be concerned about this fact. Assure the employer that you are continuing to improve your English skills by any courses you may be taking, or by saying that you study a certain number of hours a week to improve your skills.

***Experience and Qualifications***

Work experience is by far the most important topic of any job interview (at least in the United States and Britain). Therefore, it is important to explain what experience you have in detail. Generally, employers want to know exactly what you did and how well you accomplished your tasks. This is not the time to be modest. Be confident, and talk freely about your accomplishments in past employment.

***Talking about Responsibilities***

Most importantly, you will need to demonstrate your qualifications and skills, which are required for the job you are applying for. The job skills that you have acquired in the past may not have been for the same exact job. Therefore, it is important to show how the capabilities you do have relate to the job you are applying for.

**Sites**

[**http://www.youtube.com/watch?v=Ppqcn1CiKEo**](http://www.youtube.com/watch?v=Ppqcn1CiKEo)

[**http://jobsearch.about.com/od/interviewquestionsanswers/a/interviewquest.htm**](http://jobsearch.about.com/od/interviewquestionsanswers/a/interviewquest.htm)