

Las Preguntas

1. Tell us about yourself
2. Why did you choose to study ...?
3. What motivates you?
4. How would your colleagues describe you?
5. What's your biggest achievement?
6. What skills did you learn in your previous job?
7. What did you dislike about your previous job?
8. Why did you leave your previous job?
9. Do you prefer to work in a team or on your own?
10. Tell us about a time when you worked successfully in a team.
11. Tell us about a time when you made a mistake.
12. Tell us about a time you had a problem/conflict with a colleague.
13. What do you consider to be your greatest strength?
14. What is your greatest weakness?
15. Where do you see yourself in 5 years' time?
16. What do you know about our company?
17. Why do you want to work for us?
18. What are your salary expectations for this job/positions?
19. How would you feel about working overtime?
20. Is there anything else you would like us to know about you?
21. Do you have any questions?

1. Tell us about yourself

Normalmente esta pregunta es la primera que te preguntan. Es una de las más importantes y es tu oportunidad para causar una buena impresión al entrevistador. que el resultado de la entrevista va a depender en gran medida de la primera impresión. Es importante que tu respuesta tenga una estructura.

La respuesta debería tener tres partes:

- Información personal: de dónde eres, dónde vives, etc.
- A qué te dedicas: qué has estudiado, en qué has trabajado, etc.
- Motivos por los que estás en la entrevista.

Habla con seguridad, decisión y optimismo y no des una respuesta muy larga. Debes de dar una visión general en un tiempo menor a dos minutos.

No hagas un resumen de tu curriculum, no des datos muy concretos ni entres en demasiados detalles, porque sonará aburrido y el entrevistador ya ha leído tu curriculum y probablemente lo tendrá delante.

Good ideas:

- 🎧 Certainly! Hello! My name is ...
- 🎧 I have a degree in ... (Psychology)
- 🎧 For the last 5 years I've been working at ...
- 🎧 I consider myself to be a very (driven/hard-working) person.

Bad ideas:

- 🎧 Which aspect of my life would you like to know about?
- 🎧 My personal life or my professional life?
- 🎧 I was born on the 1st of December 1980 in a town called Pamplona. I grew up with my mother and sister. At the age of thirteen I got my first job as a newspaper delivery boy...etc.

Examples:

"Certainly, my name is Maria, I'm 31 years old and I come from Madrid. I have a degree in business and I have 10 years' experience in the banking sector. I've only just arrived in the UK so I'm really excited about discovering the English culture and improving my English. I'm highly motivated to learn new skills and make a life for myself here in the UK. So that's why I'm here today."

"My name is Victor, I am 28 years old, I come from Spain and I have been living in London for the last two years. I studied Economics at the University of Barcelona and after that I decided to come and live in the UK. For the past two years I have been working for a telemarketing company which has been a really great opportunity for me to improve my English. I'm an open minded and sociable person and I enjoy working in an international environment. The reason I am here today is because I am looking for a new challenge."

2. Why did you choose to study?

Hay personas que han estudiado una carrera porque es su pasión y su vocación, sin embargo otras que han estudiado una carrera por motivos laborales. Puede que hayas estudiado una carrera que no querías o que no te gusta o una carrera que no exigía una nota muy alta, etc., pero tu entrevistador no tiene porque saberlo. Lo importante es dar una respuesta positiva.

Good ideas:

- 🎧 Well, I have always been interested in...
- 🎧 It seemed like a natural choice for me.
- 🎧 It's a field that I have always found fascinating.
- 🎧 It's my vocation.
- 🎧 I wanted to study a challenging subject.
- 🎧 I wanted to push myself and learn as much as possible about...

Bad ideas:

- 🎧 My parents forced me to study it.
- 🎧 I didn't know what else to study.
- 🎧 It's an easy subject for me.
- 🎧 I wasn't accepted for the other courses.

Examples:

"I studied medicine because I feel it's my vocation. I've always been passionate about science and biology and I've always had a natural desire to help others. It's a fascinating subject and I find the work very rewarding."

"I decided to study Economics because I had always found it fascinating and there was so much more I wanted to learn about the subject. It seemed like a natural choice for me. I think it's one of those subjects that the more you read about, the more you want to find out."

3. What motivates you?

El entrevistador quiere saber si eres una persona ambiciosa, con motivación o una persona que se puede desilusionar fácilmente.

Tu respuesta debe de transmitir entusiasmo, ganas de trabajar y de mejorar. Debes de ser positivo y dar motivaciones relacionadas con el trabajo y el esfuerzo. Intenta evitar motivaciones económicas o relacionadas con el ocio o la vida personal.

Good ideas:

- ☐ I'm motivated by many aspects of my work.
- ☐ I consider myself to be a naturally self-motivated person.
- ☐ I'm motivated by the challenge of meeting deadlines (ahead of schedule).
- ☐ I want to excel in my work both for personal satisfaction and for my employer.
- ☐ I feel a great sense of satisfaction when I achieve my goals and objectives.
- ☐ The chance to learn new skills.
- ☐ I find working in a team very rewarding.
- ☐ I find providing a high quality service to my clients very rewarding.

Bad ideas:

- ☐ My main motivation is money.
- ☐ I love being able to go on holidays.
- ☐ I have a lot of debt that I need to pay off.

Examples:

"I'm motivated by many aspects of my work. I think mainly the satisfaction I get from achieving my objectives, gaining experience and learning new skills are the things that motivate me the most. I find helping people very rewarding too."

"I think staying motivated comes naturally for me because I really enjoy my work. I consider myself to be naturally self motivated. I'm proactive and I like to face challenges head on. I love meeting and working with new people and I like the feeling of satisfaction I get when I do a good job."

4. How would your colleagues describe you?

Esta es tu oportunidad para describir tu personalidad y tu forma de trabajar y de relacionarte en el trabajo. Debes destacar tus cualidades. Piensa en lo que tus mejores amigos dirían de ti. Cuando respondas debes hacerlo con seguridad y entusiasmo. No dudes o te quedes pensando intentar encontrar las palabras adecuadas.

Se honesto, no digas cualidades que no tengas, pero piensa en tu cualidades más positivas y que sean relevantes para el trabajo en concreto. Intenta dar una referencia de alguien que haya trabajado contigo y cita textualmente algo que esa persona haya dicho de ti. Esto tiene mucho peso, ya que en parte es como si esa persona estuviera presente en ese momento hablando sobre ti.

Good ideas:

- | | |
|---------------------------------------|---|
| <input type="radio"/> enthusiastic | <input type="radio"/> adaptable |
| <input type="radio"/> positive | <input type="radio"/> always give 100% |
| <input type="radio"/> creative | <input type="radio"/> think outside the box |
| <input type="radio"/> a people person | <input type="radio"/> approachable |
| <input type="radio"/> determined | <input type="radio"/> cheerful |
| <input type="radio"/> focused | <input type="radio"/> considerate of other people's needs |
| <input type="radio"/> flexible | <input type="radio"/> always look on the bright side. |
| <input type="radio"/> a good leader | <input type="radio"/> self-motivated. |
| <input type="radio"/> trustworthy | <input type="radio"/> good communicator |
| <input type="radio"/> conscientious | <input type="radio"/> reliable |
| <input type="radio"/> level-headed | <input type="radio"/> committed to my work |
| <input type="radio"/> open-minded | <input type="radio"/> driven to succeed |
| <input type="radio"/> patient | |

Bad ideas:

- ☐ I am not sure, the best idea is to ask them.
- ☐ Anything opposite to the adjectives above.

Examples:

"Actually my previous manager, Benjamin Smith, once said I was the most conscientious member of his team and I was nominated employee of the month twice in my previous company which I'm very proud of so I think my colleagues would speak very positively about me."

"They would describe me as focused, enthusiastic and someone they can rely on. I've worked on many different projects with a lot of different people throughout my career and I think I managed to build a reputation among my coworkers for being hard-working, dedicated to my assignments and someone who always gives 100%."

5. What's your biggest achievement?

En este caso lo que el entrevistador busca no es únicamente saber cuál es tu mayor logro, sino que también quiere saber lo que significa para ti este concepto.

Demuestra tus capacidades al entrevistador y nunca des una respuesta negativa o en la que menosprecies tus cualidades. Debes de dar un ejemplo específico y elegir un logro que esté relacionado con los objetivos del tipo de trabajo al que estás aplicando.

La idea no es solo decir cuál fue el reto, sino, cómo lo conseguiste. Trata de dar una respuesta positiva y demuestra que eres una persona a la que le gustan los retos y no tiene miedo de enfrentarse a situaciones difíciles.

Good ideas:

- 🎧 I think I've achieved a considerable amount over the course of my career.
- 🎧 I was promoted to (department manager) in my previous job.
- 🎧 I was the first person to (achieve 100% positive customer feedback) in my previous company.
- 🎧 I received an award for (being employee of the month last year)
- 🎧 I was recognised for (being the most productive employee in my department in

Bad ideas:

- 🎧 My biggest achievement is my family.
- 🎧 My biggest achievement was to finish my degree after 7 years and I did not finish it with very good grades, but at least I finished it.

Examples:

"I think I've achieved a lot during my career, but my biggest achievement for the moment was when I was promoted to team leader"

"I think I've achieved a considerable amount over the course of my career and I would say my biggest accomplishment was when I got promoted to department manager in my previous job. It was a position I had been trying to obtain for a long time and when I finally got it I was over the moon."

"Well, in my opinion, I think I've achieved many things in the relatively short period of time I've spent in this industry. One example that comes to mind was when I was able to finish a project for a customer before the deadline and they were so grateful that they mentioned my work in their monthly economic magazine. This was great because it actually opened some other doors for me."

6. What skills did you learn in your previous job?

Esta pregunta te da de nuevo una oportunidad para venderte. El entrevistador quiere saber si tienes las cualidades necesarias para desarrollar el trabajo. Intenta que las cualidades que enumeres sean relativas a las cualidades requeridas para desempeñar este trabajo.

Se positivo y demuestra como has aprovechado el tiempo en tu anterior trabajo y como has puesto en funcionamiento tus cualidades para ser lo más productivo y eficiente posible.

Good ideas:

I learnt to ...

- 🎧 deal with customer complaints.
- 🎧 become more efficient and organised.
- 🎧 negotiate with co-workers/clients.

I improved my ability to ...

- 🎧 communicate (in English)
- 🎧 negotiate
- 🎧 multitask

Bad ideas:

I didn't learn anything that I didn't already know.

Examples:

"I learnt a lot of very valuable skills from my experience in my previous job, such as the ability to prioritize and work under pressure and I'm confident that I will be able to apply the skills and experience I gained from my previous job to my position in this company"

"As my previous job was a customer service face to face role, I was able to improve my communication skills and I also learnt to deal with complaints in a professional and efficient way"

7. What did you dislike about your previous job?

Ten especial cuidado al contestar esta pregunta. El entrevistador quiere averiguar posibles problemas que puedes tener con el tipo de trabajo ofrecido o la empresa en el futuro.

Debes de dar un ejemplo relacionado con las tareas del trabajo en concreto y no con el personal o con las políticas de la empresa. Por ejemplo, si dices algo negativo de tu supervisor, la reacción será si vas a pensar lo mismo de tu supervisor en tu futuro trabajo. Si por el contrario dices que el puesto de trabajo no era estable, pueden pensar que si la empresa pasa por dificultades vas a abandonar fácilmente.

Analiza bien tu respuesta y recuerda que debe ser positiva y centrar la atención en una tarea del trabajo que no es excesivamente relevante.

Si es una respuesta con connotación negativa, que tenga un doble significado positivo, como por ejemplo el hecho de que la empresa no permita la posibilidad de desarrollarse y seguir aprendiendo.

Good ideas:

- 🗣️ My previous job required a lot of paperwork and some of it seemed unnecessary, although I managed to (keep on top of it).
- 🗣️ There were times when I felt under a lot of pressure, but I think this has made me realise the importance of prioritisation and managing my time effectively.
- 🗣️ The only thing I didn't like was the feeling that there weren't many possibilities to develop my career further within the company.

Bad ideas:

- 🗣️ I think the job was boring and very repetitive.
- 🗣️ I didn't like the fact that I had to deal with a lot of stress because of the shortage of staff.

Examples:

"I really enjoyed my previous job, but after 2 years there I found that there wasn't much scope for career growth and after reaching a certain level I felt I couldn't continue developing my career"

"I really enjoyed my previous job because customer service is my passion, but I must say that sometimes there was a lack of organization from the management and sometimes this meant more work for me and my team. But overall it was a very positive and valuable experience and I learnt and perfected a lot of essential customer service skills"

8. Why did you leave your previous job?

Sea cual sea el motivo por el que has dejado tu puesto de trabajo, nunca hables mal de tu anterior empresa. Es importante que seas honesto, pero que también dentro de la honestidad de tu respuesta, intentes ser lo más positivo posible.

El entrevistador está buscando a alguien optimista, con motivación y con ganas de trabajar. No quiere oír lo malo que era tu anterior trabajo o empresa, sino que tienes el potencial y las cualidades necesarias para el trabajo que estás solicitando.

Si sientes que tu anterior empresa no te apreciaba o pagaba lo suficiente, puedes decir que tu anterior trabajo no te permitía crecer profesionalmente o intelectualmente y no había ninguna oportunidad de avanzar profesionalmente.

Si te despidieron, puedes decirlo, pero nunca admitas que tuvo nada que ver con el resultado de tu trabajo.

Good ideas:

- 🗣️ I really enjoyed my day to day work in the company, but there was no ...
- 🗣️ While I appreciate the skills I developed in my previous job, I felt like it was time to move on.
- 🗣️ I realized I had achieved everything I wanted and it was time to look for a new challenge.

Bad ideas:

- 🗣️ Because the amount of money I received did not compensate my hard work.
- 🗣️ I did not pass the trial period.

Examples:

“Unfortunately I did not make the decision to leave my job as due to financial issues 100 employees were made redundant and I was one of them. But I am very grateful for the time I was there and how much I learnt”

“The reason I left my job is because I am looking for a position in an international and fast growing company with opportunity for advancement”

“To be honest with you I wasn’t considering a move, but I saw your job offer and I thought it was a really exciting opportunity and it also matched my experience and qualifications”

9. Do you prefer to work in a team or on your own?

El entrevistador te está dando a elegir entre trabajar por tu cuenta o en equipo. La mejor respuesta es ambas. El entrevistador quiere saber si eres bueno trabajando en equipo y si tienes capacidad de trabajar de forma individual. La mayoría de trabajos requieren flexibilidad en este sentido.

Debes demostrar al entrevistador que eres flexible y estás abierto a diferentes ambientes laborales. Tu eficiencia o concentración no disminuye por el hecho de trabajar en equipo o de forma individual.

Good ideas:

- ☐ I am equally comfortable...
- ☐ I consider myself to be very flexible when it comes to ...
- ☐ I believe I am a team player ...

Bad ideas:

- ☐ I prefer to work on my own as I am more productive than when I have to be having discussions with other people.
- ☐ I prefer to work in a team as I lose concentration working on my own.

Example:

"I'm comfortable working as a member of a team and on my own. I am able to work individually and make my own decisions as well as participating in group projects with everyone pulling together"

"In my previous position some assignments required a great deal of independent work and research whereas on other assignments a team effort was more effective. And as I said I'm comfortable in both situations"

10. Tell us about a time when you worked successfully in a team.

El entrevistador está analizando tu capacidad para trabajar en equipo.

Piensa en una tarea que te hayan asignado cuando trabajabas en equipo y piensa en tu función y en cuál fue tu principal aportación que contribuyó a lograr los objetivos.

Es importante que tu respuesta tenga una estructura.

- 🎧 Define la situación: dónde, en qué y con quién estabas trabajando.
- 🎧 Define la tarea o proyecto asignado.
- 🎧 Describe tu función y tu papel dentro del equipo.
- 🎧 Explica cuál fue el resultado logrado.

Piensa en un ejemplo en el que contribuyeras a un resultado positivo. Explica el método que pusistes en práctica y demuestra tu habilidad para trabajar con otros. No hables únicamente de ti, también de los demás.

Recuerda, es importante la imagen que das al entrevistador. El entrevistador quiere asegurarse de que tienes capacidad para trabajar en equipo y que sabes escuchar, respetar, ayudar, compartir, participar, persuadir, etc.

Good ideas:

- 🎧 Certainly, my previous job required a lot of team work.
- 🎧 Teamwork played a crucial role in my previous job.
- 🎧 I was involved in many team assignments.
- 🎧 Completing a global objective was essential in my previous position.

Bad ideas:

- 🎧 I can't think of any examples.
- 🎧 I worked individually to comply with my personal goals.

Example:

"One example I remember was when one of my colleagues was feeling under a lot of pressure because she wasn't able to meet a deadline for a very important client.

I decided that we could all help out and take on some extra responsibilities to ensure that the deadline was met.

I had a meeting with her so that we could agree on the things that we could take over and then I assigned those tasks to my colleagues. Just simple things like answering calls or sending faxes, proof reading files.

We all helped to finish on time. When we finished the project we felt great because we knew we had delivered on time and that the client was happy. In fact we had a deserved celebration after work that day"

11. Tell us about a time you made a mistake.

Nadie quiere admitir que ha cometido un error en el trabajo.

Debes de ser honesto, todos cometemos errores, lo importante es demostrar que sabes aprender de ellos.

La estructura debería contar de 3 partes:

- 🎧 Contexto: dónde y en qué estabas trabajando.
- 🎧 Error cometido.
- 🎧 Rectificación y lección aprendida.

Debes de ser honesto, pero intenta pensar en un error que fuera por causa de desconocimiento de un procedimiento o de insuficiente experiencia en el puesto de trabajo en concreto.

Good ideas:

- 🎧 I was assigned to work on ...
- 🎧 There was an important client who ...
- 🎧 We were just about to launch a new product ...
- 🎧 I was in charge of a project ...

Bad ideas:

- 🎧 I have never made a mistake at work.
- 🎧 I forgot an important procedure and I was very nervous and scared so I did not want to tell my boss, because I thought I would be fired.

Examples:

"One of our customers came into the shop with a product that he had bought which had stopped working. The customer wanted us to fix the product free of charge as it was within the guarantee period, but he wasn't able to provide the guarantee documents. I refused to take the item as the customer didn't have proof of this. The customer was very upset. I kept thinking about it and I realised that I had made a big mistake as I hadn't done everything I could for the customer, I'd just been focused on following the procedures. So I rang the customer and asked him to give me the code of the product. I called the accounts department and they were able to provide proof of payment for the customer. I personally went to pick up the product from the customer to send it to the repair department. The customer was very pleased and I learnt how to go the extra mile to keep a customer happy."

"I was given a project to work on and I missed one section of the steps that I had to follow. My mistake was not checking with my supervisor that I was following the procedures correctly or asking for clarification when I had doubts, instead of making my own decisions. I learned not to assume things that could lead to a mistake"

12. Tell us about a time you had a problem/conflict with a colleague.

Piensa en algún pequeño conflicto que hayas tenido en el trabajo con otro empleado, el entrevistador quiere oír que eres una persona que sabe solucionar conflictos.

Debes demostrar que sabes transformar una situación negativa en una positiva.

Es importante que para el caso que elijas, fueras tú el que dió el paso para resolver el conflicto y no otra persona.

Intenta elegir un conflicto que se haya creado por una situación en concreto y no que haya sido creada por un compañero o por ti mismo.

Es importante que:

- 🗣️ Seas justo.
- 🗣️ Soluciones los problemas de forma privada e individual.
- 🗣️ Llegues a la raíz del problema.
- 🗣️ Encuentres una solución con la que las demás personas estén de acuerdo.

Good ideas:

- 🗣️ The opinions regarding which direction to follow were divided when (we were working on a project for a very important client.)
- 🗣️ We had to design a new strategy and everyone was under a lot of pressure.

Bad ideas:

- 🗣️ I was working with a very negative person and that really affected my performance at work. I told my supervisor about it and that person was moved to a different team.
- 🗣️ We started working on a project and one of my colleagues was not contributing at all. I waited until the project was finished and then I spoke to the project manager about it.

Example:

"I have never really had a major issue working with anyone. Although everyone is different, I try to find a common ground between us and focus on what's best for the assignment."

"Our manager had left and another person was put in his position. The new manager didn't know her responsibilities very well and it took her some time to get used to her new role. The working atmosphere and the productivity of the department was negatively affected as a result. I decided to speak to her and from that point on, I became a kind of mentor for her during her first few months. Between us and the other members of the team we made the learning process much less painful and so our productivity wasn't affected so much during this transitional period."

13. What do you consider to be your greatest strength?

¡Recuerda que eres una persona muy positiva!
Hay muchas fortalezas que puedes nombrar:

- | | |
|--|---|
| <input type="radio"/> Interpersonal skills. | <input type="radio"/> Ability to prioritize. |
| <input type="radio"/> Positive attitude. | <input type="radio"/> Ability to work under pressure. |
| <input type="radio"/> Ability to meet deadlines. | <input type="radio"/> Problem-solving skills. |
| <input type="radio"/> Hard working. | <input type="radio"/> Leadership skills. |
| <input type="radio"/> Team player. | <input type="radio"/> Communication skills. |
| <input type="radio"/> Multi tasking. | <input type="radio"/> Self confidence. |
| <input type="radio"/> Patience. | <input type="radio"/> Organizational skills. |

Es importante dar una respuesta precisa y concreta.

Good ideas:

- ☐ I have a great sense of initiative and I'm good at problem solving.
- ☐ I have learnt how to work under pressure, prioritize and meet deadlines.
- ☐ I'm a hard worker and I'm always 100% dedicated to providing a quality service.

Bad ideas:

- ☐ I don't know.
- ☐ I am a good worker.
- ☐ I am responsible.

Example:

"I think that I have good customer service skills as I am a good listener. I'm also very enthusiastic about my work. But above all I think I'm highly flexible. This has helped me to provide a very high level of service to many different kinds of people and in many different situations."

"Well in my previous job I was assigned the role of team leader for a number of projects, So I would say that I have become a very good leader and I have excellent communication skills. I think my greatest strength is probably my ability to motivate my team and ensure that everyone in the team feels valued."

14. What is your greatest weakness?





Esta es probablemente la pregunta más complicada, ya que invita a que digas algo negativo sobre ti. Te recomendamos que digas algo que supusiera un problema en el pasado y que ahora suponga solo una debilidad. Lo importante es que demuestres tu capacidad para superar problemas o debilidades personales.

Intenta no desvelar tu verdadera debilidad, sobre todo si es un requerimiento para el trabajo. Por ejemplo, no digas que tu mayor debilidad es hablar en público si el tipo de trabajo requiere hacer presentaciones frecuentemente o para un puesto de atención al cliente no digas que eres muy impaciente.





Es muy importante dar una respuesta realista. El mayor error que se puede cometer en esta contestación es dar una respuesta arrogante. Nunca digas que no tienes ninguna debilidad porque todos tenemos defectos, tampoco digas que tu peor defecto es ser muy trabajador o ser muy perfeccionista, porque eso no es una debilidad.

El entrevistador apreciará que seas sincero.

Good ideas:

-  My greatest weakness has always been ...
-  Sometimes I feel ...
-  I think I need to improve the way ...
-  Certainly, I think one of my bad points is ... although ...

Bad ideas:

-  I don't have any.
-  I work too hard and I usually finish work very late.
-  I am a perfectionist.
-  I am stubborn.

Example:

"Sometimes when managing a project, my workload is considerable and I've been know to take on too much of the work by myself when perhaps I shouldn't. Sometimes I find it hard to delegate work to other members of my team. This is something I do unconsciously so I'm trying to make an effort to be more aware of my workload and more confident in assigning the work to others."

"My greatest weakness has always been my presentation skills, although I joined a public speaking group a few months ago and I have seen a marked improvement"

"In some situations I am anxious and impatient, but I am learning how to control this by doing relaxation exercises"

15. Where do you see yourself in 5 years' time?

Tienes que tener cuidado con esta pregunta e intentar no dar una respuesta muy concreta.

Puede que alguno de tus proyectos sea:

- ☐ Trabajar para otra empresa.
- ☐ Ascender a un puesto alto en la misma empresa.
- ☐ Empezar tu propio negocio.
- ☐ Utilizar la experiencia profesional para otro proyecto laboral.

Good ideas:

- ☐ I would like to progress and develop my knowledge in (marketing) so...
- ☐ My career goals include ...
- ☐ What I would like to achieve is ...

Bad ideas:

- ☐ I would like to be where you are now.
- ☐ In the future I would like to use my skills and experience to work for (name of another company).
- ☐ I can see myself being the General Manager of this company.
- ☐ I would like to be running my own business. (Si el trabajo es temporal, puedes dar esta respuesta)

Example:

"First of all I am concentrating on the present moment, I want to do become very efficient and experienced in my new position. Of course I am ambitious and I would like to progress and keep on moving and learning as much as possible"

"My long term goals include taking on additional responsibilities while learning and contributing as much as I can to the company's success"

16. What do you know about our company?

Es una pregunta muy típica en las entrevistas de trabajo y debes de prepararla con antelación. Busca información sobre la empresa en su web o en internet y haz una lista de puntos importantes y memorízalo para la entrevista.

Cuando hables de la empresa debes hacerlo con entusiasmo. Recuerda que estás describiendo la empresa en la que quieres trabajar. Hablar con conocimientos sobre la empresa causará al entrevistador una buena impresión.

Good ideas:

- ☐ The company is based in, but you also have offices in too.
- ☐ Well I've been following the company's movements for a number of years...
- ☐ The company's goals for the next few years are to ...

Bad ideas:

- ☐ What was the name of the company?
- ☐ You are an international company.
- ☐ You sell cars.

Example:

"I know that you are a growing and successful bioscience company, that sells antibodies and other related products online, mainly to scientific research companies around the world. I believe your main targets for the next few years involve opening new market opportunities in the United States which is something I find very interesting."

"I know it's a multinational company and it's the leading airline company in the British market. The company started 5 years ago with a completely different sales concept which revolutionised the market. This has allowed the company to grow fast and to invest in the quality of the customer service department. I believe that you have a number of plans for the future and I read recently that 25 new branches are planned to open before 2015."

17. Why do you want to work for us?

Piensa para ti mismo, siendo totalmente honesto, cuál sería la respuesta a esta pregunta.

Si no consigues encontrar un buen motivo, piensa, qué es importante para ti sobre esta compañía. Si te gusta la filosofía de empresa, los productos, los servicios, la historia, el modelo de negocio, etc.

Evita dar respuestas relacionadas con motivaciones económicas o que demuestren una falta de motivación.

Good ideas:

- ☐ You are the leading company in the market and I've always wanted to work here.
- ☐ I consider this to be the most reputable and successful company in the industry
- ☐ I have always admired your products, your culture and your philosophy.

Bad ideas:

- ☐ I just wanted a change.
- ☐ I need the money.
- ☐ Because I need to work somewhere.

Example:

"I would like to work for [name of company], because it is a successful company with a leading position in the market and so this position represents a big opportunity to be part of this challenging project. I believe I can bring valuable skills and experience to the company and contribute to the company's future success."

"The reason I want to work for [name of company] is because you are internationally known for your unique products and I'm passionate about the products. I would like the opportunity to share my passion with your customers"

18. What are your salary expectations for this job/position?

Si no sabes cuál es aproximadamente el salario, al decir una cantidad puedes cometer el error de quedarte corto y dar la impresión de que te infravaloras y si dices una cantidad mucho mayor, puede que el entrevistador quiera que justifiques qué vas a aportar a la empresa para que ellos te den esa alta compensación económica.

Si el entrevistador te pide dar una cantidad, lo mejor es intentar concretar lo menos posible. Da una franja entre dos cantidades.

Ejemplo: I would expect my wages to be between 18.000 y 21.000 euros per year.

Good ideas:

- 🗣️ I hope to receive a salary in accordance with my experience in this sector.
- 🗣️ I would like a salary in accordance with my experience and skills
- 🗣️ I am expecting a salary within the market average ...

Bad ideas:

I think 40.000 plus a bonus is a fair amount.

Example:

"I would like to receive a fair salary which reflects my skills and experience."

"Well If I were given the job I'd be bringing years of experience to the position and so I hope to be paid something that reflects the value I'd be bringing to the company."

19. How would you feel about working overtime?

Normalmente a nadie le gusta trabajar más horas, pero tienes que mostrarte positivo y flexible.

La mejor respuesta es aquella que da a entender que si es necesario estás dispuesto a colaborar por el bien de la compañía, pero que no es algo que estés encantado de hacer de manera habitual.

Es muy importante mostrarse flexible. El empresario quiere tener la tranquilidad de poder contar contigo para este tipo de ocasiones. Quieren contratar a una persona interesada y dedicada a su trabajo.

Si tu respuesta es negativa, estarás dando a entender que te preocupa más el aspecto individual y personal que el global de la compañía.

Por otra parte, si con tu respuesta das a entender que estás encantado de trabajar horas extras, esto hará pensar al entrevistador que no estás siendo honesto.

Good ideas:

- ☐ I am a flexible person and therefore ...
- ☐ I am willing to ...
- ☐ Certainly, I understand this might be necessary at some points.
- ☐ Of course, as this might be required during peak periods.

Bad ideas:

- ☐ Sorry, but I don't work extra hours.
- ☐ As long as you pay me, it's fine.

Example:

"I'll be happy to work overtime if this is required to keep everything running smoothly, such as when there are project deadlines, during a peak season, etc"

"Working overtime wouldn't be a problem for me as I'm always keen on getting projects finished on time."

20. Is there anything else you would like us to know about you?

Esta pregunta es simple. Si hay algo que has querido decir y no has tenido la oportunidad, ahora es el momento.

Si crees que has hablado suficientemente de ti, tanto de forma profesional como personal, simplemente responde que no.

21. Do you have any questions?

Sí, por supuesto que tienes preguntas. Recuerda que estás muy interesado en este trabajo. Es importante que prepares una o dos preguntas antes de la entrevista.




Intenta que sean preguntas generales sobre la empresa o sobre el puesto de trabajo.

También es bueno que te intereses por el punto de vista del entrevistador y le hagas partícipe en esa respuesta. Intenta no hacer ninguna pregunta comprometida que pueda hacer al entrevistador sentirse incómodo.





No es conveniente que hagas preguntas sobre las condiciones laborales (ejemplo: horario, salario, días de vacaciones...)

Enfoca tu pregunta a una visión más global de la empresa o de tu futuro trabajo.





Good ideas:

-  So just to clarify ...
-  I was wondering if you could elaborate a little bit on [the contract] [prospects]?
-  Could you please tell me about...?

Bad ideas:

-  No
-  Don't ask any personal questions. Example: How old are you?
-  How much do you pay?
-  How many holidays do I get per year?

Examples:

-  What would you say are the best and the worst parts of working for this company?
-  What is a normal work day like in this company?
-  What are the company's plans for the next few years?
-  What is the next step after this interview?