

# Preparation Plan

**Job Interviews in English:** A practical guide for real situations



# Preparation Plan

Tell me about yourself _____	01
What do you know about the company? _____	02
Why do you want to work here? _____	03
Tell me about a time you faced a challenge _____	04
What is your biggest weakness? _____	05
What is your greatest strength? _____	06
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Question	Framework	Expressions	Complete answer
<p><b>What do you know about the company?</b></p> <p>What have you heard about us?</p>	What does the company do?	From what I understand;	
		I read on your website that	
	How do they make money?	_____ ;	
		Something in particular I noticed	
	Who are their customers?	was _____ ;	
		I saw on Instagram/Facebook	
	How old is the company?	that _____ which I think is a	
		wonderful initiative/value.	
	How big is the company?		
	What are the core values of the company?		
	What looks interesting about the company?		



Question	Framework	Expressions	Complete answer
<p><b>Tell me about a time you faced a challenge</b></p> <p>Explain a time from your previous work experience when you faced a challenge;</p> <p>Tell me about a time you handled a difficult situation;</p> <p>Describe a time when you overcame an obstacle.</p>	Background information?	<p>When I was working as a _____</p> <p>, there was a day when _____</p> <p>_____. As a consequence,</p> <p>_____ ;</p>	
	What was the challenge?	<p>There were several steps I took to overcome this challenge;</p> <p>To begin with, Then, Finally, I _____ ; Thanks to my actions, _____ .</p>	
	What did you do?		
	How did it finish?		

Question	Framework	Expressions	Complete answer
<p><b>What is your biggest weakness?</b></p> <p>What would you like to improve on?</p>	<p>Identify the weakness</p>	<p>I find _____ challenging sometimes;</p> <p>I have found a way to manage it in my work life.</p>	
	How do you manage your weakness?		

Question	Framework	Expressions	Complete answer
<p><b>What is your greatest strength?</b></p> <p>What is one of your strongest qualities?</p>	<p>What skills/qualities are essential for the job you are applying for?</p>	<p>I think I am really good with / at</p> <p>I can _____ by _____</p>	
	<p>Give an example where you demonstrate one of these skills/qualities.</p>		



Question	Framework	Expressions	Complete answer
<p><b>What would you do if...?.</b></p> <p>What would you do if a customer said they felt very ill?</p>	What do you suppose are common challenges in this position?	would + verb;	
		There would be a risk;	
		I would take this matter very seriously;	
	Choose one challenge. Why is it a challenge?	To handle this situation, I would follow protocol.	
	What would you do to deal with the challenge?		
	How would the situation finish?		

Question	Framework	Expressions	Complete answer
<p><b>How do you spend your free time?</b></p> <p>What do you like to do in your leisure time?</p> <p>What are your interests outside of work?</p>	<p>For example: sports, spending time with friends and family, reading, cinema, cooking, art, music, gardening, theatre.</p>	<p>I'm a big fan of _____ ;</p> <p>_____ is a big passion of mine;</p> <p>I'm a _____ person, so I usually _____ ;</p> <p>I also enjoy some quiet time, like _____</p>	

Question	Framework	Expressions	Complete answer
<p><b>Why are you the best candidate?</b></p> <p>What makes you the ideal candidate?</p> <p>Why should we hire you?</p>	What abilities/experience are mentioned in the job description?	<p>Your job description says that you need someone with _____ ;</p> <p>I will bring all these qualities/skills to the position;</p> <p>As we've already discussed, I have developed these skills extensively through my experience in _____ ;</p>	
	Which of these abilities/experience do you have? How can you justify that?		
	In what way is your attitude positive? How can you demonstrate that?	<p>I am excited to learn about: _____ ;</p> <p>I am genuinely passionate about _____ ;</p>	
	In what way will the company benefit from your employment?	I know I will do well in this environment.	

Question	Framework	Expressions	Complete answer
<p><b>What is your availability?</b></p>	Which days/times can you work?	<p>I have full availability, except for _____ ;</p> <p>I'm available to work _____ ;</p>	
<p><b>When can you start?</b></p> <p>Which hours/days are you available?</p> <p>How much notice do you need to give to your current employer?</p>	Which day/date can you start working there?	<p>I need to give _____ weeks' notice to my current employer;</p> <p>I could start _____ .</p>	

Question	Framework	Expressions	Complete answer
<p><b>Do you have any questions for me?</b></p> <p>Would you like to ask any questions?</p>	<p>Are you curious about training? The team? A project? The work? The clients?</p>	<p>Where/when/why/who/how...?</p> <p>Which type of....?</p> <p>Do you....?</p> <p>Does the company...?</p> <p>How much...?</p> <p>How many....?</p> <p>Are there....?</p> <p>Is there....?</p>	

## Solving doubts: expressions

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### Online Interview

- I'm sorry, the connection cut out. Can you repeat the last part please?
- There's a bit of background noise; it's quite difficult to hear you.
- I think there might be a problem with the video. Can you see me ok?
- I can hear you, but I can't see you.
- I'm sharing my screen now; can you see it?
- Sorry, just give me a moment to fix this, please

### Answering a tricky question

- That's an interesting question.
- Now, let me think...Let's see...
- Could you rephrase the question please? I want to be sure I answer the right question.
- Just to clarify, you are asking me to explain...
- I can't say for the moment, but I will definitely find out the answer to that.

### Finishing the interview

- What are the next steps of the recruitment process?
- When can I expect to hear an answer from you?
- Thank you very much for your time; this seems like a great opportunity and I really hope to hear from you soon.

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