

a.) Communication skills



It covers all aspects of communication – written, verbal. Employers see it as an extremely important skill regardless of the profile they are hiring for. Brushing up your communication skills may just help you land your dream job.

- Email writing
- Resume
- Speaking

b.) Listening skills



Being a good listener helps gain knowledge and information to perform tasks better. This skill is often neglected but employers are now giving it undue weightage while hiring a candidate.

- Eye contact
- Body posture
- Hand movement
- Facial expressions
- Observing the interviewer's cues
- Letting them speak

- Responding to what exactly has been asked

c.) Teamwork skills



One must be a good team player which is all about building a cooperative work environment that ensures hassle-free work and better productivity.

- **Collaborate**
- **Associate**
- **Co-work**
- **Colleague**
- **Workfellow**

- partner

d.) Persuasion skills

Persuade: convince



This skill set is very important for employers while hiring a candidate since it ensures that the job-seeker has the ability to **handle complex work situations**, develop a reasoned argument, and at the same time **acknowledge the concerns of the person** he/she is dealing with.

- Giving great reasons
- Explaining the situations
- Giving examples

- To convince
- To influence

e.) Perseverance skills

Persevere: to stick



Working life presents many challenges but those who **find a way through** and **stay motivated** are the winners. Thus, employers seek this skill in candidates to ensure a better success rate.

- Difficult situations/ unfortunate situations
- Determination
- Patience
- resolve/ resolution

08 common Interview question and answers - Job Interview Skills

1. "Tell me a little about yourself."

You should take this opportunity to show your communication skills by speaking clearly and concisely in an organized manner. Because there is no right or wrong answer to this question, it is important to appear friendly.

- Chance to showcase your communication skills.
- Talk about **education, work**, the place you grew up and personal interests.

2. "What are your strengths?"

This is a popular interview question. They want to know what you think of yourself. Although this is a general question, there is a wrong and right answer. The wrong answer is a generic answer saying you are organized and friendly. Although it will not hurt you during the interview, it will certainly not help you either. Answer this question based on the type of job you are applying for.

- **Positive traits** about yourself
- Don't give one-liners

- Ex: attention to detail, planning, execution, outgoing nature, approachable
- Avoid using Cliche: over-used words or phrases

3. "What are your weaknesses?"

For this answer, you should display a weakness that can be seen as a strength. There are many types of answers that will work. Some answers will be good answers for certain jobs, while the same answer will be a bad answer for a different job. Select an answer that will work for the position you are applying for.

- Don't be negative about yourself.
- Don't use negative words like angry, impatient, stressed
- Identify your weakness and how do you cover them up
- Ex: way too detail-oriented so losing out on time, unable to take criticism well, procrastinate

4. "Where do you see yourself in five years?"

This question primarily depends on where you are in your career. A person with 5 years of experience will have different goals than a person with no work experience. This question is asked to see how serious a candidate is

about his or her career. Some people might not know their goals, and some people might have goals of becoming rich and retiring early. Those are incorrect answers to this question. The type of answer you want to give is an ambitious answer that shows you really love your career. A good interviewer will read between the lines and find out if a person is going to be a hard worker or just a mediocre one. Being descriptive and shooting for a big goal is something interviewers want to hear.

- Don't struggle to answer
- Give realistic answers
- Don't say like CEO or owning an airline.
- Show your commitment to the company
- Ex: I would like to, I want to, I am working hard to, I hope to

5. "What do you know about our company?"

A typical job interview question, asked to find out how much company research you have conducted, is "What do you know about this company?" Prepare in advance, and in a word, research, so you can provide relevant and current information about your prospective employer to the interviewer.

- Checking whether you are serious about this job or not
- Do enough research
- Learn positive attributes of the company.
- Learn about their products, history, awards, apps, clientele.

6. "Are you good at dealing with change?"

Dealing with change is common in the workplace. A simple yes will not be sufficient to impress the interviewer. This is another type of question where everyone will have similar answers. Of course, everyone is going to claim to be excellent at dealing with change. You got to communicate that you are really good at dealing with change.

- How well do you cope with change?
- Use an example of how you dealt with some change in the previous company

7. "Do you work well under pressure?"

In most cases, the best answer to this question is answering yes. Working well under pressure is a good trait to have. However, I think if you answer that you work the same with pressure and without pressure, the interviewer

will be more impressed. However, you will need to explain in words why this is better.

- Stressed, panicked, anxious, under pressure?
- Give an example of how you handled the pressure and matched the deadlines.

8. "How do you make important decisions?"

There are many ways to answer this question, and if you have a reasonable method of making decisions, it will probably be sufficient. One answer I thought of included not being afraid of asking your manager. You can follow up by saying even the best needs mentoring, and you always want to improve. So basically, this could work as an answer, but depending on the job, you might have a better shot with an answer like my example.

- Don't say you have never dealt with such difficult situations.
- You can say how you weigh pros and cons, take advice from teammates, ask the manager, etc.

Power Words to Use in Your English Job Interview

Here are the 8 power words I recommend for your English job interview and why.

Number One: Responsible

Every recruiter or interviewer, every employer is looking for someone who is going to do their job and take ownership of it.

What that means is they can rely on you to do the job you're supposed to do. They don't need to worry that you might try to avoid doing work or give other people all of your responsibilities.

Number Two: Collaborate

If you want to highlight that you work well with others, then the verb collaborate does that perfectly.

In fact, the precise definition of 'collaborate' means to work with other people to achieve an end goal.

Number Three: Initiative

To take the initiative means that you do what needs to be done without anyone asking you.

Employers love this because it also shows self-confidence and a commitment to hard work.

Number 4: Lead

Someone who leads inspires others to take action.

Number 5: Resolve

This one is all about problem-solving. When we use the word resolved, it communicates that everyone who was part of the problem or disagreement was satisfied in the end, and that is a very positive outcome.

Number 6: Measure

This is about being as specific with your interview answers.

If you want to tell your interviewer that you increased sales last year, that's fantastic, but if you can make it measurable by saying that you increased sales by 7.9% last year, that is even more powerful.

Number 7: Result

If you have a story about how you collaborated in the past or that you led a team, the interviewer will absolutely want to know what was the end result.

For example, if you have a story about a conflict that you help resolve, what happened after the resolution? Did the team successfully complete a project under budget? Did you win an award for the best marketing campaign of the year? What was the final result of the action steps that you took?

This is a great word to pair with the other words on this list. You might talk about an opportunity that you had leading a team and then at the end, you could say the result of that was and then share what happened in the end.

Number 8: Example

This is kind of a weird choice, isn't it?

Every question in a job interview is an opportunity for you to share an example, a real example, from your past that highlights that, yes, you can do the job and you're the right choice.

Don't miss this opportunity.

Now that you have 8 powerful words to use in your English job interview, let's talk about 1 word to avoid.

Team player.

Are you shocked? Are you thinking, "But everyone uses it!"

That's exactly the problem. Everyone uses it.

And as a result, it has lost its power. It's no longer an effective word to use.

The best way that you can stand out in a job interview is to use power words that accurately describe you and avoid using cliches.