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# SOLTE A LÍNGUA

Aulas particulares de Inglês

## Job Interview

## Course



## Greetings

*Cumprimentos*

Hi!

Hello!

How are you?	I'm fine, thanks. I'm fine, thank you (very much). What about you? And you?
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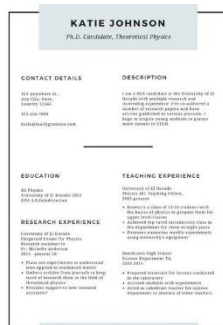
## Introducing questions

*Perguntas para/de apresentação*

- What's your name? My name is...
- How old are you? I'm... years old.

Nice / Glad / Pleased to meet you

## Vocabulary



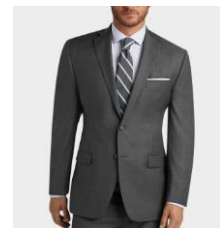
**Résumé**  
Curriculum Vitae



**Certificate**  
Diploma / Degree



**University**  
College



**Suit**

- **B.A.** – Bachelor of Arts - a first university degree in a subject such as history, languages, or English literature.
- **B.S. / B.Sc** – Bachelor of Science;
- **M.A.** – Master of Arts;
- **M.B.A.** - Master of Business Administration;
- **M.S.** – Master of Science.
- Postgraduate / Postgraduation;
- **PhD** – Doctor of Philosophy / Doctorate; Post Doctorate.



<b>Personality</b>		<b>Skills</b>
✓ Hard-working	✓ Honest	✓ Rapport
✓ Focused	✓ Restless	✓ Able to work under pressure
✓ Committed	✓ Nervous	✓ Able to motivate staff
✓ Energetic	✓ Loyal	✓ Able to concentrate and pay attention to detail
✓ Friendly	✓ Leader	✓ Cooperate
✓ Considerate	✓ Methodical	✓ Manufacture
✓ Updated	✓ Organized	✓ Give feedback
✓ Multitasking	✓ Goal-oriented	✓ Have interpersonal skills
✓ Understanding	✓ Patient	✓ Interaction
✓ Reliable; dependable	✓ Perfectionist	✓ Leadership / to lead
✓ Creative	✓ Pragmatic	✓ Sales goals
✓ Careful	✓ Proactive	✓ Surf the internet
✓ Dedicated	✓ Qualified	✓ Use computer, etc.
✓ Disciplined	✓ Responsible	✓ (do a) Research
✓ Fun	✓ Sensible	✓ Recruit
✓ Polite	✓ Serious	✓ Report to
✓ Balanced	✓ Sincere	✓ Work hard
✓ Excited	✓ Sociable	✓ Do / work overtime
✓ Ethical	✓ Workaholic	✓ Travel abroad / on business
✓ Demanding		
✓ Outgoing		
✓ Extroverted		

### **Fringe Benefits**

*Outros benefícios*



- Bonus
- Shares
- Health insurance/plan
- Dental plan / partnership
- Courses
- Training
- Overtime
- Maternity leave
- Daycare
- Holiday pay
- Meal voucher
- Flextime
- Sick leave
- Education Assistance / Partnership
- Life insurance
- Fitness Assistance / Access
- Dependend Assistance
- Retirement Plan Contributions
- Profit sharing
- Day off
- Comp time
- Commuter benefits
- Restaurant / Cafeteria



DO'S	DON'T'S
Be on time: Arrive 10-15 minutes before the scheduled interview.	Don't be late to your interview. Don't chew gum, drink, or eat while waiting.
Always dress professionally. <ul style="list-style-type: none"><li>✓ Ladies should wear a dress, or suit with a blazer.</li><li>✓ Guys should wear a jacket or a suit, preferably a dark color.</li></ul> Make sure your outfit is clean and wrinkle free and make sure you are well groomed.	<ul style="list-style-type: none"><li>✓ Wear denim or shorts</li><li>✓ Wear tank or crop tops</li><li>✓ Wear flip flops, sandals, or tennis/running shoes</li><li>✓ Ladies do not go bare legged (wear tights or hosiery)</li><li>✓ Wear very short, tight, or low cut clothing</li></ul>
Review the company's material prior to the interview. Be prepared to ask questions that were not answered on the website or other materials.	Don't answer questions with a simple "yes" or "no." Explain whenever possible. Describe those things about yourself that showcase your talents, skills, and determination. Give detailed examples.
Leave your cell phone turned off or in the car. Not having this distraction shows you are present and ready for your interview.	Don't say anything negative about former colleagues, supervisors, or employers. Stay positive in every situation.
Make sure you make direct eye contact with your interviewer. This shows you are being attentive to what is being said to you.	Don't be soft-spoken. A strong voice projects confidence.
Show enthusiasm in the position and the company. This shows that you are excited and can bring that to the position.	Don't be dishonest. Answer questions truthfully, frankly, and concisely. Don't over-answer questions. You can elaborate if necessary.

*Before the interview ask them whether they have a "dress code".*

### Personal Questions

*Perguntas pessoais*

- Are you married?
- How long have you been married?
- Do you have any children?
- Where do you live?
- Who do you live with?
- Do you have pets?
- What's your hobby?
- Do you read books? What kind?
- What was the last book you read?



## Professional Questions

*Perguntas profissionais*

- |   |   |
|---|---|
| 1) Tell me about yourself.  | 11) Describe the biggest challenge you've had at work and how you handled it.                         |
| 2) What are your strengths and weaknesses?  | 12) How do you deal with stress and deadlines?  |
| 3) Why would you like to work with us / for this organization?  | 13) What do you do in your free/spare time?   |
| 4) What do you know about our company?  | 14) Tell me about your accomplishments and failures in your previous job. What did you learn from it? |
| 5) How do you think you can contribute to our organization? / Why should we select you over the other candidates? | 15) What are your expectations about this job?  |
| 6) How do you see yourself five/ten years from now?   | 16) What kind of salary are you expecting?  |
| 7) Why do you want to leave your current job? / Why did you leave your previous position?                         | 17) Would you like to ask any questions?  |
| 8) Describe a typical work day at your previous job.  | 18) When can you start?   |
| 9) What motivates you? / Which work activities do you enjoy the most and the least?                               |   |
| 10) Do you prefer working in teams or alone? Why?   |   |

## Questions to ask

*Perguntas para fazer*

- What are some of the skills and abilities necessary for someone to succeed in this job?
- Who will review my performance? How often?
- Who does this position report to?
- Does the job require a lot of traveling?
- What kind of benefits does the company provide?
- What would be the initial salary for this position?
- What's the company's policy on providing seminars, workshops, and training so employees can keep up their skills or acquire new ones?
- When can I expect to hear from you?
- Are there any other questions I can answer for you?





### **1) Tell me about yourself**

- I have (over) ... years of... (profession/position) experience. I have developed strong skills in... (professional area), such as... (examples of skills)
- I started working in... (profession area) and right after I finished (graduation).
- I'm... (personality and skills)
- I have a degree in... (graduation)

### **2) What are your strengths and weaknesses?**

- I have a strong ability to... (skills).
- In many cases I have... (experiences) where I was able to... (results)
- My biggest weaknesses at my last job were... and my strengths...

### **3) Why would you like to work with us / for this organization?**

- Your company has shown... (tell about the company goals, results etc.). There are... Also your company... Because your company... I think that would be a great fit for me.
- I've always heard good things about your company... Besides that you are... It would be great to work here.
- Your company reputation is definitely... I've always thought that working for a serious company...

### **4) What do you know about our company?**

- I know that your company... Because of...
- Your company....

### **5) How do you think you can contribute to our organization? / Why should we select you over the other candidates?**

- I feel that with my... (experiences, skills) I can contribute in many ways.
- I have (over).... years of experience in which I... (results) I also can speak... (include other experiences as well.)
- Well, I guess I would have to say that apart from being qualified for the position and familiar with all the tasks involves, I am (personality and/or skills)

### **6) How do you see yourself five/ten years from now?**

- I would like to... (your professional goals)
- Since I've been in this field for (over).... years I would like to... I'm really ready to face new challenges and earn (name of a position).
- I would like to see myself managing/directing...



### **7) Why do you want to leave your current job? / Why did you leave your previous position?**

- The opening at your company would be a great opportunity to...
- I had a great opportunity to learn and develop professionally at my previous job. After having the chance to... I felt I needed more... I really wanted to have...
- Unfortunately, in my previous job I was limited because...

### **8) Describe a typical work day at your previous job.**

- We used to have/do... Sometimes...
- We always...

### **9) What motivates you? / Which work activities do you enjoy the most and the least?**

- I really like...
- Having goals to achieve is something that I find motivating.
- I love working with people/managing etc...
- Something I honestly don't like is... But I know that is part of my job/the process, so I always...

### **10) Do you prefer working in teams or alone? Why?**

- I like both teamwork and working alone as well. Depending on the job to be done.
- I sometimes... But no doubt teamwork is essential in...

### **11) Describe the biggest challenge you've had at work and how you handled it.**

- For... years ago, I had/did/faced...
- About... years ago at my... job, we had (an order, a problem etc.) and then...

### **12) How do you deal with stress and deadlines?**

- Being in (position)... is quite stressful/difficult/hard as you know. So when I am at work, I...
- I also make sure to leave the work problems at the office and concentrate on my Family at home.
- I find that working out at the gym helps me cope with...

### **13) What do you do in your free/spare time?**

- I like to... I usually... I find it really relaxing it does recharge my batteries.
- Apart from spending time with my Family I enjoy/like/love...



**I 4) Tell me about your accomplishments and failures in your previous job. What did you learn from it?**

- ... years ago at my previous company, I implemented/developed/achieved...

**I 5) What are your expectations about this job?**

- I see it as a great opportunity for me to... I'm also excited about... I really feel I could...
- I would be expecting to...

**I 6) What kind of salary are you expecting?**

- I would be expecting to have an initial salary of about...
- To start with, I would need to make at least a little over what I was making at my previous job.

**I 7) Would you like to ask any questions?**

- Yes, I would like to ask you...

**I 8) When can you start?**

- I am available to start immediately.
- I could start as soon as you need me.
- I believe I would just need (say you time) to work something out, but I could start very soon.

**A notice** – aviso prévio

**Resignation letter** – carta de demissão





## Bibliography

- IGREJA, José Roberto; YOUNG, Robert T. **English for JOB interviews!** – um guia completo para você se preparar para entrevistas de emprego em inglês.
- Website: <https://www.livecareer.com/>; <http://www.teclasap.com.br/>

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