

Neumann
consulting

People hire
people.

ENGLISH INTERVIEW GUIDE



USEFUL VOCABULARY

Magic words to remember

PLEASE
THANK YOU
MAY I...?
EXCUSE ME
I AM SORRY

Instead of **can you** use **COULD YOU**

Instead of **I want** use **I WOULD LIKE**

a good fit	dobře zapadající
advanced	pokročilý
be fired	byť vyhodnený z práce
be hired	byť prijatý
be promoted	byť povýšený
be responsible for	byť zodpovedný za
benefits	benefity, výhody
committed	oddaný, verný, zaniatený
current	terajší
CV – curriculum vitae	životopis
deadline	posledný termín
detail- oriented	orientovaný na detail, pozorný
duty	povinnosť
easy-going	pokojný, nekonfliktná osobnosť
education	vzdelanie
employee	zamestnanec
employer	zamestnávateľ
expectations	očakávania
experience	skúsenosť
fixed	pevný, pevne stanovený
flexible	flexibilný, voľný
full time	na plný úväzok
goal	cieľ
hard-working	pracovitý
hiring manager	potenciálny nadriadený
home office	práca z domu
honest	úprimný
HR/human resources	ľudské zdroje
independent	samostatný
interesting	zaujímavý
job description	popis práce
maternity leave	materská dovolenka
motivation	motivácia
negotiate	vyjednávať
next step	ďalší krok
notice period	výpovedná lehota
offer	ponuka
open office	otvorené priestory (nie kancelárie)
opportunity	príležitosť

paid leave	platená dovolenka
part time	čiastočný úväzok
permanent	trvalý
previous	predošlý
priority	priorita
problem-solving	riešenie problémov
references	rederencie
reliable	spoľahlivý
result	výsledok
salary	plat
shift	pracovná zmena
sick day	deň voľna z dôvodu choroby
skills	schopnosti, zručnosti
start working	začať pracovať
strengths	silné stránky
team player	tímový hráč
temporary	dočasne
to achieve/accomplish	dosiahnuť
to apply	aplikovať, reagovať na pozíciu
to arrange	zabezpečiť
to control	kontrolovať
to handle	zvládnuť
to improve	zlepšiť
to lead	viesť
to look forward to	tešiť sa na
to manage	viesť, dokázať
to organize	organizovať
to recommend	odporúčiť
to relocate	presťahovať sa
to replace	nahradiť
to succeed	uspieť
to support	podporiť
to work hard	ťažko pracovať
trial period	skúšobná doba
trustworthy	spoľahlivý
weaknesses	slabé stránky
working hours	pracovná doba

USEFUL PHRASES

Introduce yourself

Good morning/afternoon. My name is _____ and I want to thank you for this opportunity.

Hello! My name is _____ and it's a pleasure for me to be here.

Good morning/afternoon. I'm _____ and I want to thank you for taking me into consideration for this position.

Hello! My name is _____ and I'm glad you called me because I really want to work for this company.

If you do not understand, ask...

I'm sorry. Would you please repeat the question?

Would you please say that again?

Could you please repeat the question and speak a little bit slower?

Excuse me, I didn't understand you. Could you please say that again?

I'm sorry, I didn't hear the last part. Can you repeat it, please?

When talking about your strengths...

- I think I'm the right choice for this job because I know how to...
- My (mention a set of skills relevant for the job) will allow me to do this easily.
- I'm very good at _____ and that's why I think I'll be able to handle this position. (Fill the blank space with the one you consider is your best strength.)
- I would love to work here because I _____.
- I think my _____, my _____ and my _____ make me perfect for this job.

The end of the interview

- Thank you very much for your time. I'll be waiting for your call!
- Before I leave I would like to thank you for the opportunity. I hope we see each other again soon!
- I wanted to thank you before I leave. I hope I have the profile you're looking for.
- It was a pleasure meeting you and then again I want to thank you for having me here!
- I have been looking for this position for a long time.
- I love the idea of working here because I enjoy _____.
- This is what I always wanted to do and I know I can do it very well.
- I'm glad I was recommended by _____ for this position!

You can expect nothing but proficiency and excellent results if you hire me.

INTERVIEW QUESTIONS

Personal

1. Tell me about yourself.
2. What are your strengths?
The word strength refers to what you do well, your positive qualities or effective skills.
3. What are your weaknesses?
The word weakness refers to what you don't do well, your negative qualities or skills.
4. What do you see as a major success in your life?
Major means important or big.
5. Describe a major disappointment in your life.
A disappointment is something you were looking forward to and didn't happen.
6. What motivates you?
The word motivate means to give you the reason to do something, to inspire you, to encourage you.
7. What does success mean to you?
8. What are three of your greatest accomplishments?
The word accomplishment means an achievement, something you did well.
9. What are your plans for the future?
10. Have you done any volunteer work?
11. What are your hobbies?
12. What do you like to do in your spare time / free time?
Spare time means when you're free, when you're not working.
13. Where do you see yourself five years from now? Ten years from now?
14. Describe a time when you failed.
15. What is your favourite book / movie?
16. What do you do for fun?
17. What would you do if you won the lottery?

Educational

18. Tell me about your educational background.
19. What academic courses did you like the most / the least?
20. Which academic course did you find most difficult?
21. Do you have plans for further education?
22. Why did you choose your major?

Your major is your main area of specialization in university.

Professional

23. Why do you want this job?
24. Why should we hire you?

To hire means to recruit, or give someone a job.

25. Why are you the best person for the job?
26. Explain how you would be an asset to this company.

An asset is something valuable.

27. Why do you think you will be successful in this job?
28. What are your qualifications for this position?

Qualification means the educational and professional background or experience needed in a job.

29. What can you offer our company?
30. What do you know about this industry?
31. What is your personal mission statement?
32. Why do you think you're suited for this position?

Suited means appropriate, a good match.

33. Describe your work ethic.

Your work ethic is your attitude towards work and behavior at work.

34. Describe your management style.
35. What are your short-term goals?

Short-term means in the near future.

36. What are your long-term goals?
Long-term means in the distant or far future.
37. Why did you choose this field?
Field means an area of work, such as computers, engineering or medicine.
38. Please describe your work experience.
39. Why do you want to work for our company?
40. What do you know about our company?
41. What is most important to you in a job?
42. Describe your previous jobs.
The word previous means what came or happened before.
43. Why did you leave your previous job?
44. What were your responsibilities in your previous position?
The word responsibility refers to what you are supposed to do, what you are in charge of.
45. What did you like the most about your last job?
46. What did you like the least about your last job?
47. What did you learn in your previous job?
48. Do you work well under pressure?
The word pressure means stress.
49. Are you punctual?
To be punctual means that to arrive on time, to not be late.
50. How long do you plan to stay in this job?
51. Can you multi-task?
To multi-task means to do many things at one time.
52. Describe your ideal job.
Ideal basically means perfect here.
53. How would your co-workers describe you?
54. How do you feel about learning new things?
55. Have you ever had trouble with a boss? How did you handle it?

56. What major problems or challenges have you faced?
57. Why did you resign?
58. Why were you fired?
59. Are you a risk-taker?

A risk-taker is someone who is willing to take chances.

60. What have you been doing since your last job?
61. What's the best movie you've seen in the past year?
62. What's the most interesting book you've read in the past year?
63. How soon can you start work?
64. Do you have any questions?

Job Specifics

65. Are you looking for full- or part-time work?
66. Are you looking for a day or night job?
67. Are you seeking a permanent or temporary position?
68. Can you work weekends?
69. Are you willing to work overtime?

Overtime means hours outside of regular work hours.

70. Can you work nights?
71. Are you willing to travel?
72. Are you willing to relocate?

To relocate means to move to another location.

73. Do you have a driver's licence?
74. Do you like working with the public?
75. Do you like working with numbers?
76. How are your writing skills?
77. How's your spelling?
78. What computer programs are you familiar with?

79. Do you know any foreign languages?
80. Have you worked in a multicultural environment before?

Multicultural means many cultures.

81. How do you relate to people from diverse cultures?

Diverse means different.

Salary

82. What are your salary expectations?

Salary expectation is how much money you think you will get.

83. What salary do you want to earn?

To earn means to make, to receive.

84. What kind of compensation are you looking for?

Compensation refers to salary plus benefits.

Leadership

85. Do you consider yourself a leader?

86. What leadership or managerial positions have you held?

Independence

87. Do you like working alone?

88. How well do you work independently?

89. How do you feel about working by yourself?

Teamwork

90. Are you a team player?

91. Do you work well with others?

92. What strengths would you bring to a team?

93. Do you prefer working on a team or by yourself?

References

94. May we contact your previous employers?

95. Can we contact your references?

References are people who are willing to talk about you, your abilities or your character.

Questions You Can Ask the Interviewer

96. If you were to offer me the job, how soon would you want me to start?
97. When could I expect to hear from you?
98. Are there any further steps in the interview process?
99. What are the major responsibilities of this position?
100. Are there possibilities for advancement?

Advancement means to move up in your job, to be offered a promotion or higher position.

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