

# Business English

kieszonkowy  
**poradnik**  
biznesowo-  
językowy

język angielski biznesowy



## JOB INTERVIEW

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**Language Guide Job Interview**

Dear Readers,

Welcome to another useful and handy BEM language guide! In this issue, we acquaint you with some of the words, phrases and expressions you may come across when participating in a job interview. The aptitude you show at answering the interviewer's questions is often one of the key factors when the decision is made whether or not to hire you. So, make good use of our tips and work further on your interview-related vocabulary and one day soon it might come in handy. Fingers crossed for a successful interview!

**Kieszonkowy poradnik biznesowo-językowy**

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ZDJĘCIE NA OKŁADCE: GOODLUZ

## MOTTO/KEYNOTE :

Bear in mind to be clear, explicit,  
audible, truthful, concise, confident, enthusiastic  
and focus on actions you have taken.

**Selected interview questions** – some of them are common, some of them tricky or surprising. Many times interviewers want to see your reactions or ability to react in the right way. We include some tips on answering. There are at least three basic types of question you can be asked:

### Questions about yourself

These are questions that require talking about your personality, your approach to life in general, your interests or hobbies, ambitions and plans for the future, such as: place of residence, car or transportation, lifestyle, personality and so on. Inevitably, they are also related with your previous jobs. This type of question may also include ones concerning your private life, such as your civil status, children and lifestyle. However, from the legal point of view, some of these questions could be seen as discriminating, so you are not always obliged to answer.

Examples:

#### **Tell us something about yourself.**

*Describe yourself briefly; your education, career, interests or hobbies. Mentioning your family or marital status is not required. Concentrate on your positive personal character traits that might be useful and can be applied in the job in question.*

#### **Why did you choose the school or university you graduated from? Why did you choose your degree subject?**

*Relate this to your interests, preferably in a way that connects with your further career and the job you are applying for. Try to present your choice as a conscious one. Avoid mentioning outside criteria such as “it was popular at the time” or “I heard the money was good in marketing”.*

#### **What interested you most/least in your last job? What kind of tasks do you like/dislike? Do you prefer to work alone or in a team?**

*Remember this question is asked to show your attitude towards tasks typical in the job in question, and your predisposition for that kind of work. If you don't like the kind of work involved, perhaps you should not be applying in the first place...*

#### **Why did you leave your last job?**

*Avoid slandering your previous employers or supervisors. Come up with an answer that is both truthful and does not put you at a disadvantage.*

## **What do you see as your strengths/weaknesses?**

When describing weaknesses, choose features that are not universally seen as bad e.g. "I get angry easily". Instead, choose qualities that show you as a good person in general, although it makes it sometimes difficult for you at work e.g. "I find it hard to refuse helping others". Include a description of ways you try to combat the negative ramifications of your weaknesses.

## **Where are you going to be in 5 years' time/10 years' time?/Where do you see yourself in five years' time? What are your long-term goals?**

Describe your career priorities. This type of question is to show whether your ambitions and plans are in accordance with the position on offered, and whether you are planning to stay on board for a longer period of time.

## **Are you available to work overtime?**

Answer frankly, considering your obligations outside of the job. Elaborate on the subject, describe the conditions under which you are able to work extra time.

## **Where do you live? How would you get to work, how long would it take?**

## **Do you have a car? Are you keen on travelling? Are you afraid of air travel?**

## **Do you smoke? What do you like doing in your spare time?**

Describe your interests. If you enjoy reading, talk about the books you like most. Show them who you are as a person outside work.

## **Questions about your experience and skills**

These questions concern the skills and experience required for the job.

Examples:

## **How do your skills and experience match the requirements for this position?**

List the activities you've performed in your previous jobs that are similar to the ones required or those of your skills that facilitate them.

## **Would you say you're well organized/ambitious/creative/calm/spontaneous?**

In this case the interviewer asks about qualities that are desired or unwelcome in the employee. Try to figure out which is which. Elaborate, substantiating your answer.

## **What did you learn during your time at university/school/course/recent job? What kind of useful skills/abilities did you develop? What skills can you contribute?**

When talking about your area of expertise, answer in a way that is understandable to a person unfamiliar with it. Try to relate to the job in question when choosing the characteristics you describe, mention your ability to connect with people easily when applying for a job in customer service.

## **What languages do you speak?**

## **What was the most difficult situation in your life/your career and how did you manage to solve it?**