



# Job Interviews



Job interviews can be **nerve-wracking** in your own language, but they can be ever more difficult in a language that is not your native tongue. Being prepared and familiar with job interview vocabulary/phrases can make the difference between getting the job or not.

## Useful Vocabulary

**Applicant:** a person applying for the job.

**Employer:** a person or institution that hires employees.

**Employee:** a person who works at for a person or institution.

**Interviewer:** a person who conducts an interview.

**Interviewee:** a person who is being interviewed.

**To hire:** to employ a person for a job.

**Job hunting:** to be looking for a job.

**Wage:** payment for labor or services (usually hourly, daily, or weekly basis).

**Salary:** payment for services; paid to a person on a regular basis (usually monthly or yearly basis).

**Overtime:** working hours in addition to those of a regular schedule.

**Promotion:** act of rising in rank or position.

**Transcripts:** an official copy of your grades.

**Resume:** a document that describes your skills, qualifications, and experience.

**Reference:** a person that can describe your working ability.

**Letter of recommendation:** a letter written by your reference that describes your skills, qualifications, and personality.

## Interviewer: Common Questions

What work experience do you have?

What are your short terms/long term goals?

What did you study in university?

What languages can you speak?

Do you have any special skills?

What are your strengths and weaknesses?

*Work with a partner and think of two more questions:*

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## Interviewee: Common Questions

Where is the job located?

When would the job begin?

What is the length of the contract?

Is there a chance for promotion?

What salary do you offer?

Do you offer any benefits?

*Work with a partner and think of two more questions:*

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## Body Language

### **Handshake**

In most western countries we shake hands in formal situations when we first meet someone and when we say goodbye. A handshake can 'say' a lot about you. You should shake someone's hand firmly, but not too firmly for about 2-3 seconds.

When shaking someone's hand to greet them it is common to say:

*Hello I am \_\_\_\_\_ nice to meet you.*

*Thanks for taking the time to meet with me today.*

When shaking someone's hand to say goodbye to them it is common to say:

*It was great speaking with you today.*

*I look forward to hearing from you.*

### **Eye Contact**

You should maintain eye contact, but don't stare! When the other person is speaking acknowledge what they are saying by nodding, slightly raising your eyebrows, or smiling.

### **Fidgeting**

Fidgeting means that you cannot sit still; for example you are biting your nails, tapping your toes, playing with your hair etc. If you are fidgeting you look nervous and poorly prepared, and moreover it is very distracting.

### **Relax**

You should appear relaxed, confident, and friendly in your interview, but be careful not to be too casual. Be aware of your posture (don't slouch) and lean slightly forward to show that you are interested in the conversation.