



# Job Interviews



Job interviews can be **scary** in your own language, but they can be even more difficult in a language that is not your native tongue. Being prepared and knowing job interview vocabulary/phrases can be very helpful!

## Useful Vocabulary

### Before the Interview

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

**Apply:** to make a formal request.

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

### During the Interview

**Interviewer:** the person who asks the questions in an interview.

**Interviewee:** a person who is being interviewed (the applicant).

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

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

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

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

**Promotion:** to move to a higher position or a better job within a company or organization.

### After the Interview

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

**Employer:** a person (or company/organization) that hires employees.

**Employee:** a person who works at company/organization.

**Salary:** money that is paid to a person for doing a job.

**Interviewer: Common Questions**

What work experience do you have?

What did you study at university? (What are you currently studying at university?)

What languages can you speak?

Do you have any special skills?

What are your strengths and weaknesses?

What are your short terms/long term goals?

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

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

**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 three more questions:*

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

# 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.