



BUSINESS ENGLISH PHRASES

Job Interviews In English Super Triple Pack

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Job Interviews 1 Questions and Answers

<p>Tell me a little about yourself? (summary, major strengths and skills)</p>	<p>I'm a competent and commercially aware Senior Business Consultant with over 10 years experience with major global organisations in business processes, corporate strategy and supply chain strategy planning.</p> <p>My major strengths include the understanding of strategic planning, international finance and a proven track record of delivering projects on time and to budget.</p> <p>My skills include the ability to interact effectively with people at all levels, excellent IT skills and working effectively in a multi-tasking environment.</p>
<p>Describe a problem you faced and how you handled it.</p>	<p>(problem-solution) When the software development of our new product got delayed, I coordinated the team which managed to get the schedule back on track. We successfully trouble-shooted the main issues in a very short period of time.</p> <p>(problem-solution) A long-term client was about to take their business to a competitor. I met with the customer and discussed their expectations and from that made key changes to how we handled the account on a day-to-day basis.</p>
<p>What have you learnt from your mistakes?</p>	<p>Persistence in trying to solve problems. I've learnt the importance of not giving up too soon and to keep trying different solutions.</p> <p>I've learnt over time not to judge people too quickly and that everybody deserves a second chance.</p>
<p>What did you enjoy least about your last position?</p>	<p>I really enjoyed the people and work environment at XYT (company). One of the reasons I left was I felt I had reached a ceiling and was not being challenged enough to develop my full potential.</p> <p>I explained my concerns to my manager, who tried to help but it was clear there were few current opportunities to advance my career in the company.</p>
<p>What can you contribute to the company?</p>	<p>I'm a hard worker with the experience, contacts, and knowledge to contribute to the growth of the company.</p> <p>I am results-orientated, organized and enjoy working with people in diverse teams which I think really suits the company well and your culture.</p> <p>I have good interpersonal skills, I'm a real people</p>

person and enjoy helping teams to work better which I think **fits the company culture very well.**



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Job Interviews 2 Questions and Answers

<p>What was your biggest accomplishment in this position?</p>	<p>Working in an inter-departmental team I successfully carried out operational due diligence reviews, business risk analysis and audits, and benchmarking programs for a global business unit.</p> <p>As part of a global team, I undertook statistical analysis to identify the processes and the activities associated with delivering value to the end customer. From this we were able to reduce the overall time it took to get our products to market by creating a leaner more efficient supply chain.</p> <p>I coordinated, designed and implemented marketing campaigns in social media, direct mail and email. I managed content for all our websites and social media.</p>
<p>What are your strengths?</p>	<p>My time management skills are excellent and I consider myself a very organized and effective person.</p> <p>I pride myself on my customer service and interpersonal skills which have helped me to solve many difficult client problems.</p> <p>I'm highly adaptable and flexible which helps me to perform well and quickly in new situations.</p>
<p>What are your weaknesses?</p>	<p>I'm a bit of a perfectionist, but I'm learning to find the right balance between being diligent and working to tight deadlines.</p> <p>Sometimes I take too much responsibility for a project, but I've learnt to take a step back when needed to see the big picture.</p> <p>I used to like to work on one project to its completion before starting on another, but I've learned to work on many projects at the same time. I think it allows me to be more creative and effective in each one.</p>
<p>What do you think of your previous manager or director?</p>	<p>My previous manager was very hard-working, very conscientious and paid a lot of attention to detail. This pushed me to work both diligently and quickly.</p> <p>My last manager created a really good work environment and she helped our team perform and work well together. For me she was a good mix of manager and mentor, which helped me grow professionally.</p>
<p>What do you expect from a Manager or Director?</p>	<p>I appreciate a work environment where a manager is open and honest. A manager who listens and helps me grow professionally. I also think there needs to be</p>

	<p>mutual respect and good two-way communication.</p> <p>I expect a manager or director to lead by example. I think that we need to create a good work atmosphere based on respect, trust and open communication.</p> <p>A manager should be organized, a good delegator and be on top of things at the same time. Be someone who can trust their team to carry out their tasks and who praises and gives good constructive feedback.</p>
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**Job Interviews 3
Questions and Answers**

How would you describe your personality?

I am **results-orientated**, a **hard-worker** and **enjoy working** with people in **diverse teams**.

I have good **interpersonal skills**, I'm **conscientious** and enjoy **helping teams to work better**.

I'm a **quick learner**, **adaptable** to new situations and I'm **highly energized** by **challenges** and problems.

What interests you least about this position?

What probably interests me least are the admin tasks of the job, but **I understand** that it is important we all help out when needed.

That's difficult to answer without being more involved in the "day-to-day" of the job.

In an ideal world, I'd like to have **more responsibility** as early as possible, but I know I need to **prove myself** first to **show that I can handle extra responsibility**.

What do you like about working in teams?

I feel comfortable working in teams, either as a team member or **taking the initiative** and **leading the team**.

I believe that I have a lot to **contribute** to a team environment as I'm **outgoing**, friendly, and have **strong communication skills**.

I think having different team members **contribute** to having **different perspectives** and the **synergies** between team members often produce creative and productive results.

What do you think is more important: academic qualifications or experience?

I think a mix of both is good, but it clearly **depends on the position**.

In my previous position, my ability to **learn quickly on the job** was more important for my team members and manager than my academic qualifications.

It's clear that for some job positions, such as research or science, academic qualifications are critical.

Where do you see yourself in 3 and 5 years time?

My long-term goals involve growing as the company grows. Where I can continue to learn, **take on additional responsibilities** and contribute.

As I gain additional **experience**, I would like to **move from a technical position to management**.

I see myself **gaining experience** across the company in different areas to **better understand** the strategic

	direction of the company.
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**Job Interviews 4
Questions and Answers**

<p>Why are you changing jobs?</p>	<p>I am interested in a job with more responsibility and I am ready for a new challenge.</p> <p>I am interested in a new challenge and an opportunity to use my technical skills and experience in a different capacity than I have in the past.</p> <p>I decided that it wasn't the direction I wanted for my career and my current employer has no opportunities in the direction I'd like to take.</p>
<p>Why did you leave your last position?</p>	<p>I relocated for family reasons.</p> <p>I left my last position because the responsibilities of the position had changed greatly from when I started.</p> <p>I was laid-off from my last position when my position was eliminated due to corporate restructuring.</p>
<p>How do you handle stress and pressure?</p>	<p>I try to react to situations rather than to stress. That way the situation is handled and it doesn't become stressful.</p> <p>It's all about finding the right balance and I do regular exercise to avoid stress building up.</p> <p>Prioritizing my responsibilities so I have a clear idea of what needs to be done when, has helped me effectively manage pressure in the job.</p>
<p>What motivates you?</p>	<p>In my last position I was motivated both by the challenge of finishing projects ahead of schedule and by managing the teams that achieved these goals.</p> <p>I've always been motivated by a mix of wanting to do the best job I can, to be successful and to keep developing myself professionally.</p> <p>I want to excel and to be successful in my job, both for my own personal satisfaction and for my employer's.</p>
<p>How do you handle it when you know your manager or boss is wrong?</p>	<p>A lot depends on the situation and the personality of the manager. If the situation is not important it's best to focus on the relationship.</p> <p>If the situation was really important, I would emphasize to my manager in a respectful way the negative consequences of the decision.</p> <p>My previous manager was very easy-going and if I told her "I think it might work better if I do what you asked but this way," she would usually say "okay, try it."</p>

<p>Why are you the best candidate for the job?</p>	<p>My experience, qualifications and can-do attitude make me a great all round candidate for the position.</p> <p>I think I can be a great asset for the company and really help the company move to the next level through my commitment, creativity and professionalism.</p> <p>I think there is an excellent fit between the company's vision and what I can offer - my experience, know-how and skill-set.</p>
<p>What are your salary requirements?</p>	<p>I'd like to know more about the responsibilities and the challenges of the job prior to discussing salary.</p> <p>Based on the market research I've done, my salary range is between 25,000 (min) and 35,000 (max).</p> <p>My salary requirements are open. What were you thinking of? Mmm, I'll need to think it over first.</p>
<p>How do you evaluate success at work?</p>	<p>I evaluate success in different ways. At work, it is meeting the goals set by my managers or directors, my team members and myself.</p> <p>I measure success not just in terms of sales, but also by the progression and long term direction of the company.</p> <p>Success for me is about constant and continuous small improvements as a company, a team and as an individual.</p>
<p>What has been the greatest disappointment in your life?</p>	<p>Life is full of ups and downs and for me it's about how well you react in difficult situations.</p> <p>I'm an optimistic person and try to look for the positive in every experience. Probably when I left the company; it was a hard decision at the time, but I learnt from it.</p> <p>That's a hard question to answer.</p>
<p>Are you overqualified for this position?</p>	<p>It's true that I bring a lot of experience to the position but as I'm highly flexible and adaptable, I see that as a great mix and a real advantage for the company.</p> <p>I'm here because this is a company moving forward and I really want to be part of that future.</p> <p>Being more experienced enables me to hit the ground running quicker and to learn new systems and processes faster than less experienced</p>

professionals.



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BONUS / EXTRA - Job Interviews 6

10 Steps to a Successful Interview

1. Get to know your future interviewer: (Brave or Chicken Researcher)	Call the company get to know their culture and current projects. Call Marketing, Sales or PR departments.
2. Arrive early	Arrive early. Don't start stressed or having to apologise.
3. Create the right impression	<ul style="list-style-type: none"> ✓ A smile. ✓ Direct eye contact. ✓ Hello (Hi) I'm (first name) (last name). It's a pleasure meeting you. ✓ A firm but gentle handshake.
4. Avoid a subordinate role	Don't arrive late and try to sit beside the interviewer as oppose to opposite them. So you can be seen as a future colleague.
5. Pacing – Aligning with the interviewer	<ul style="list-style-type: none"> ✓ Learn company and employment jargon, lingo, buzz words. ✓ Develop your action words and expressions. (Words for action and doing things). ✓ Read your interviewers body language and copy some of it but not all!!! ✓ Find an area of agreement and lead slowly towards the offer.
6. How to close the interview	<ul style="list-style-type: none"> ✓ My background fits this position well. ✓ I think I fit the match you are looking for. ✓ What you are offering looks like a long-term situation. ✓ I'm excited by the position. ✓ Everything looks good.
7. Don't criticise your last employer	Criticising your last employee makes you sound negative and you project an unprofessional image to the interviewer.
8. Flattery will get you everywhere	Give compliments but be natural when giving them. If it feels like a sales pitch, it will sound unnatural and not genuine.
9. Don't let your defences down at the end of the interview.	Be observant and don't say anything inappropriate at the end of the interview because you feel more relaxed.
10. Create a lasting impression.	<ul style="list-style-type: none"> ✓ A smile and good direct eye contact. ✓ The words "It sounds like a great opportunity" or "I look forward to hearing from you". ✓ Firm handshake and good direct eye contact.

Author

My name is Christopher Wright and co-director of The English Training Company (www.englishco.com).

I'm a Business English trainer and have books and articles published by Amazon, Oxford University Press and McGraw Hill.

And my company and I have helped thousands of professionals like you succeed in Business English and to speak, meet and present in English with confidence!



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