

## COMMUNICATIVE ENGLISH

K. B.

3<sup>rd</sup> Yr

### Semester VI

1. What are your weaknesses?

"What are your weaknesses" is one of the most popular questions interviewers ask. It is also the most dreaded question of all. Handle it by minimizing your [weakness and emphasizing your strengths](#). Stay away from personal qualities and concentrate on professional traits: "I am always working on improving my communication skills to be a more effective presenter. I recently joined Toastmasters, which I find very helpful."

2. Why should we hire you?

Answer "[Why should we hire you?](#)" by summarizing your experiences: "With five years' experience working in the financial industry and my proven record of saving the company money, I could make a big difference in your company. I'm confident I would be a great addition to your team."

3. Why do you want to work here?

By asking you, "[Why do you want to work here?](#)" the interviewer is listening for an answer that indicates you've given this some thought and are not sending out resumes just because there is an opening. For example, "I've selected key companies whose mission statements are [in line with my values](#), where I know I could be excited about what the company does, and this company is very high on my list of desirable choices."

4. What are your goals?

When you're asked, "[What are your goals?](#)" sometimes it's best to talk about short-term and intermediate goals rather than locking yourself into the distant future. For example, "My immediate goal is to get a job in a growth-oriented company. My long-term goal will depend on where the company goes. I hope to eventually grow into a position of responsibility."

5. Why did you leave (or why are you leaving) your job?

If an interviewer asks, "[Why did you leave \(or why are you leaving\) your job?](#)" and you're unemployed, state your reason for leaving in a positive context: "I managed to survive two rounds of corporate downsizing, but the third round was a 20% reduction in the workforce, which included me."

If you are employed, focus on what you want in your next job: "After two years, I made the decision to look for a company that is team-focused, where I can add my experience."

## 6. When were you most satisfied in your job?

The interviewer who asks, "When were you most satisfied in your job?" wants to know [what motivates you](#). If you can relate an example of a job or project when you were excited, the interviewer will get an idea of your preferences. "I was very satisfied in my last job, because I worked directly with the customers and their problems; that is an important part of the job for me."

## 7. What can you do for us that other candidates can't?

Emphasize what makes you unique when you're asked, "What can you do for us that other candidates can't?". This will take an assessment of your experiences, skills and traits. Summarize concisely: "I have a unique combination of strong technical skills, and the ability to build strong customer relationships. This allows me to use my knowledge and break down information to be more user-friendly."

## 8. What are three positive things your last boss would say about you?

It's time to pull out your old performance appraisals and boss's quotes to answer the question, "What are three positive things your last boss would say about you?". This is a great way to [brag about yourself through someone else's words](#): "My boss has told me that I am the best designer he has ever had. He knows he can rely on me, and he likes my sense of humor."

## 9. What salary are you seeking?

When you're asked, "What salary are you seeking?" it is to your advantage if the employer tells you the range first. Prepare by knowing the going rate in your area, and your bottom line or walk-away point. One possible answer would be: "I am sure when the time comes, we can agree on a reasonable amount. In what range do you typically pay someone with my background?"

## 10. If you were an animal, which one would you want to be?

Don't be alarmed if you're asked, "If you were an animal, which one would you want to be?" Interviewers use this type of psychological question to see if you can think quickly. If you answer "a bunny," you will make a soft, passive impression. If you answer "a lion," you will be seen as aggressive. What type of personality would it take to get the job done? What impression do you want to make?

One last question for you: Are you looking for more ways to stand apart from the competition? Of course you are. [Join Monster today](#). As a member, you'll get career advice and useful tips sent directly to your inbox. It's a quick and easy way to stay one step ahead.

Start by finding [the questions interviewers are most likely to ask](#). Then, make a video of your answers and look out for nervous habits like twirling your hair, tapping your foot, speaking quickly, and using filler words. Are you doing it at certain moments, like between sentences or when you can't find a word? Train yourself to do nothing in those moments rather than filling in with unnecessary tics or crutches.

## Have talking points

Go back to that list of interview questions to create a set of rehearsed talking points you can fall back on if your nerves start to get the best of you. “When I worked on presidential campaigns, I used to coach candidates to have key bullet points memorized,” says Dorie Clark, a professional speaker and author who teaches at Duke University. “If they were faced with a question they weren't expecting, they could often 'pivot' to answering the question they had prepared for.”

## Practice deep breathing

If nerves continue to creep in during the interview, focus on your breath. Danielle Harlan, founder and CEO of a San-Jose based leadership coaching firm, who helps high-level executives prepare for grueling interviews, explains that when we are stressed or anxious we tense up and forget to breathe or breathe shallowly. That exacerbates the feeling of being overwhelmed—and *hello panic mode!*

## Stop strategically

If you get tongue-tied and are tempted to ramble—stop. You can (and should) think before you speak. Most hiring managers will appreciate that you're taking the time to answer thoughtfully and they won't hold a momentary pause against you.

## Strike a power pose

No matter how nervous you may feel, you can still give your confidence a boost with a little help from your body. [Body language](#) doesn't just affect the way people see you—it can also change the way you feel about yourself.

So before your interview, duck into the restroom, and—in the words of pop icon Madonna—strike a pose. Try this “Wonder Woman” confidence stance: Stand with your legs apart, hands on your hips, and chest out.

## Set the stage for success

Walking into job interviews on a mentally strong note is key to your success. Practice your talking points, and you'll leave employers with a memorable impression of your capabilities. In fact, the more you prepare your answers, the more comfortable you'll be.

Even when you have gone on more interviews than you can count, job interviewing never seems to get any easier. With each [job interview](#), you are meeting new people, selling yourself and your skills, and often getting the third degree about what you know or don't know. And, you need to stay [upbeat and enthusiastic through it all](#). This can be a challenge, especially when you're interviewing for a job you would love to get hired for.

That said, there are ways to [make a job interview feel much less stressful](#). Just [a little preparation time](#) can go a long way. The more time you take in advance to get ready, the more comfortable you'll feel during the actual interview. Remember, though, that a job interview is not an exam: you don't need to study for hours on end. Rather, you just need to do due diligence in [researching the company](#), understand exactly what they are looking for in

a new hire, and ensure that you're able to discuss your experience and what makes you a great fit for the job.

It is a good idea to focus on your [communication skills](#) in particular, so you can speak clearly and concisely about the assets you can offer the employer.

Ultimately, the key to effective interviewing is to project confidence, stay positive, and be able to share examples of your [workplace skills](#) and your qualifications for the job. Take the time to work on your [interview skills](#) so that you can develop effective interview strategies to use in all of your interviews.

With some advance preparation, you'll be able to nail the interview and showcase the experience that makes you the ideal candidate for the company's next new employee.

## **Interview Tips That Will Help You Get the Job**

### **1. Practice and Prepare**

Review the typical [job interview questions employers ask and practice your answers](#). Strong answers are those that are specific but concise, drawing on [concrete examples that highlight your skills](#) and back up your resume. Your answers should also emphasize the skills that are most important to the employer and relevant to the position. Be sure to review the job listing, make a list of the requirements, and [match them to your experience](#).

Note that even the most well-prepared response will fall short if it does not answer the exact question you are being asked. While it's important to familiarize yourself with [best answers](#), it's equally important to [listen carefully](#) during your interview in order to ensure your responses give the interviewer the information they are looking for.

Also, have a list of your own [questions to ask the employer](#) ready. In almost every interview, you'll be asked if you have any questions for the interviewer. It is important to have at least one or two questions prepared in order to demonstrate your interest in the organization. Otherwise, you might come across as apathetic, which is a major turnoff for hiring managers.

### **2. Develop a Connection With the Interviewer**

In addition to indicating what you know about the company, you should also try to develop a connection with your interviewer. Know the interviewer's name, and use it during the job interview. (If you're not sure of the name, call and ask prior to the interview. And, listen very carefully during introductions. If you're prone to forgetting names, jot it down somewhere discreet, like in small letters at the bottom of your notepad.)

Ultimately, building rapport and making a [personal connection with your interviewer](#) can up your chances of getting hired. People tend to hire candidates they like and who seems to be a good fit for the [company's culture](#). Here's [how to get the hiring manager on your side](#).

### 3. Research the Company, and Show What You Know

Do your homework and research the employer and the industry, so you are ready for the interview question, "[What do you know about this company?](#)" If this question is not asked, you should try to demonstrate what you know about the company on your own.

You can do this by tying what you've learned about the company into your responses. For example, you might say, "I noticed that when you implemented a new software system last year, your customer satisfaction ratings improved dramatically. I am well-versed in the latest technologies from my experience with developing software at ABC, and appreciate a company who strives to be a leader in its industry."

You should be able to find out a lot of information about the company's history, mission and values, staff, culture, and recent successes on its website. If the company has a blog and a social media presence, they can be useful places to look, too.

### 4. Get Ready Ahead of Time

Don't wait until the last minute to [pick out an interview outfit](#), print extra copies of your resume, or find a notepad and pen. Have one good interview outfit ready, so you can interview on short notice without having to worry about what to wear. When you have an interview lined up, get everything ready the night before.

Not only will planning out everything (from what shoes you will wear, to how you'll [style your hair](#), to what time you will leave and how you'll get there) buy you time in the morning, it can [help reduce job search anxiety](#), and it will also save you from having to make decisions, which means you can use that brain power for your interview.

Make sure your [interview attire](#) is neat, tidy, and appropriate for the type of firm you are interviewing with. Bring a nice portfolio with extra copies of your [resume](#). Include a pen and paper for note-taking.

### 5. Be on Time (That Means Early)

Be on time for the interview. On time means five to ten minutes early. If need be, drive to the interview location ahead of time so you know exactly where you are going and how long it will take to get there. Take into account the time of your interview so you can adjust for local traffic patterns at that time. Give yourself a few extra minutes to visit the restroom, check your outfit, and calm your nerves.

### 6. Try to Stay Calm

During the job interview, try to relax and stay as calm as possible. Remember that your [body language says as much about you](#) as your answers to the questions. Proper preparation will allow you to exude confidence.

As you answer questions, maintain eye contact with the interviewer. Be sure to pay attention to the question so that you don't forget it, and listen to the entire question (using [active listening](#)) before you answer, so you know exactly what the interviewer is asking. Avoid

cutting off the interviewer at all costs, especially when he or she is asking questions. If you need to take a moment to think about your answer, that's totally fine, and is a better option than starting out with multiple "ums" or "uhs."

Check out these [tips on avoiding job interview stress](#) to help keep your nerves calm. If the thought of a job interview puts you in panic mode, reviewing these [interview tips for introverts](#) will be a great place to start.

## **7. Follow-Up After the Interview**

Always follow up with a [thank-you](#) note reiterating your interest in the position. You can also include any details you may have forgotten to mention during your interview. If you interview with multiple people from the same company, send each one a personal note. Send your thank-you email within 24 hours of your interview.

## **Bonus Tips**

### **Avoid These Common Interview Mistakes**

What shouldn't you do when interviewing? Here are the [most common job interview mistakes](#), blunders, and errors a candidate looking for employment can make. Take the time to review these mistakes before your interview, so you don't have to stress out about blunders after it.

### **Successfully Handle Any Type of Interview**

Review tips on how to handle [interviews that are different from a typical one-on-one meeting](#). These include tips for phone interviews, second interviews, lunch and dinner interviews, behavioral interviews, interviewing in public, and more advice for interview success. Also review these [signs that your job interview went well](#), so you can see what skills you may need to brush up for next time.