

Job Interview Tips

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A job interview is a conversation that occurs between a potential employer and a job applicant. During the job interview, the employer has the opportunity to appraise applicant's qualifications, appearance and general fitness for the job opening. The applicant tries to learn more about the position, to appraise the employer and to find out if his or her needs and interests will be met [1].

The job interview is probably the most important step you will take in your job search journey. It is your best chance to show the company and hiring manager that you are the best person for their job. Here are some job interview tips:

1. Do your homework: find out about the company.
2. Prepare some questions to ask about the company and what the job entails.
3. Wear smart, formal clothes.
4. Arrive a few minutes early.
5. Make eye contact, look straight at the interviewer.
6. Good body language in the interview. Sit still, with your feet firmly on the ground.
7. Remember your CV details.
8. Do not criticise your current or previous employer.
9. Don't forget to ask your own questions.

What you say in an interview is only a part of the message you send to a potential employer. Positive body language plays a vital part in the first impression that hiring managers have of you. Whether you get offered the job depends largely on how you perform during the interview, so it is imperative to make a [great first impression](#) on your hiring manager. It is not just what you do, it is also what you say, and how you say it.

The most important part of preparing for an interview is practicing how to answer interview questions you might be asked on the day. Here is a list of common job interview questions:

1. Tell me about yourself.
2. What do you like about your current job?
3. Describe a challenge you faced — how did you deal with it?
4. Why do you want to leave your present job?
5. Which is more important for you: status or money?
6. Why do you want this job?
7. We have many applicants for this job, why should we appoint you?
8. Are you prepared to travel/relocate?
9. Can you work under pressure?
10. What are your strong/weak points/qualities?
11. What would you like to be doing 5/10 years from now?

12. What are your long-range goals?
13. What excites you about the job you are doing now?
14. How would you rate your present employer?

When you answer, give details and examples. So if the question is “Can you work under pressure?”, then the answer should be “Yes, I believe I can” followed by a description of a real situation where you were under pressure and how you managed the situation [2, p. 64-65].

Rehearse your answers with your partner and make notes. Practicing these interview questions and answers, you can really improve your chances of getting the job. Knowing the most common types of job interview questions is an advantage — that way, you can craft your answers well in advance, and feel confident in your responses when the pressure is on.

Bibliography

1. <http://ecs.ihu.edu.gr/co/employment-interviews/what-interview>
2. Paul Emmerson, Essential Business Vocabulary Builder. — Macmillan Education, Oxford, 2011. — 176 p.