

The background features a light yellow top section and a light green bottom section. A large, light blue shape is in the top left. On the left, there are several colorful icons: a pink briefcase, a yellow briefcase, and a blue speech bubble with horizontal lines. On the right, there are icons of a yellow lightbulb, a blue speech bubble with horizontal lines, and two hands (one orange, one blue) shaking. The text is centered in the green area.

Taller de inglés para
ENTREVISTAS LABORALES

**HABLEMOS
IN
ENGLISH**

CONTENT SUMMARY

1

GENERAL INTERVIEW TIPS

2

USEFUL VOCABULARY

3

COMMON QUESTIONS &
ANSWERS TO SUCCEED

4

USEFUL PHRASES

HABLEMOS
IN
ENGLISH



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USEFUL PHRASES

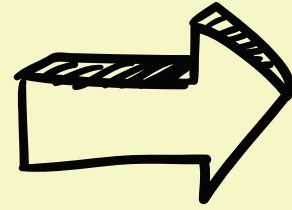
1. Tell me about yourself
2. Which is your greatest weakness?
3. Which is your greatest strength?
4. What is your greatest achievement?
5. Why should we hire you?
6. Do you prefer working individually or with a team?
7. Why do you want to work here?
8. How do you see yourself in five years?
9. Why do you want to leave your current job?
10. What are your salary expectations?
11. What are your hobbies and interests?
12. How do you handle stress?
13. Describe yourself in three words
14. What motivates you at work?
15. What makes you unique?
16. What's your ideal job?
17. Do you have any questions for us?

TOPIC 1

General tips to handle your
interview in English

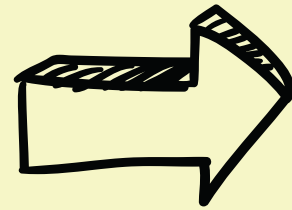
START

RESEARCH



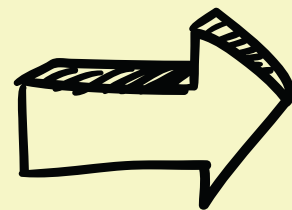
RESEARCH THE COMPANY
AND THE LANGUAGE THAT
IS USED INTERNALLY

VOCABULARY



PREPARE THE NECESSARY
VOCABULARY AND TAKE
NOTE OF POSSIBLE
QUESTIONS

QUALITIES

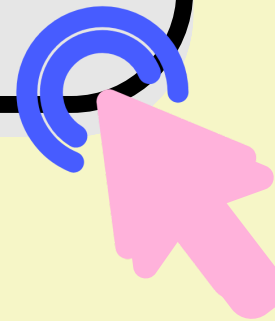


TURN YOUR WEAKNESSES
INTO STRENGTHS

TOPIC 2

Useful Vocabulary

START



POSITIONS

Manager: Gerente / Encargado

Employer: Empleador

Executive: Ejecutivo

Supervisor: Supervisor

Employee: Empleado

Temporary worker/employee: Empleado temporal/Trabajador

Trainee: Becario

PROFESSIONAL DATA

Education and training: Estudios y formación

Professional experience: Experiencia profesional

Additional information: Información adicional

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REFERENCES

A job: un trabajo

Work experience: Experiencia de trabajo

To be responsible for..., in charge of...: Responsable / a cargo de...

Temporary work: Trabajo temporal

To work part-time: Trabajar a tiempo parcial

To work full-time: Trabajar a tiempo completo

Summer job: Trabajo de verano

Training session: Sesiones de formación

TO APPLY FOR A JOB

Recruitment interview: Entrevista de reclutamiento

To fit the job: Ser adecuado para el trabajo

An application: una solicitud

To be experienced in: tener experiencia

My expectations: mis expectativas

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HABLAR DEL SUELDO / SALARY - WAGES

Salary: Salario

Well-paid: Bien pagado

Badly-paid: Mal pagado

Underpaid: Con un sueldo bajo

PROFESSIONAL ATTITUDE

Motivated (strongly...): Estar (muy) motivado

To show initiative: Tener iniciativa

A keen interest in: Tener mucho interés en...

To be willing to travel: Estar dispuesto a viajar

To be reliable: Ser confiable

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ADJECTIVES AND THEIR POSSIBLE SYNONYMS

Profesional: Professional, specialized, meticulous, disciplined, responsible, reliable, efficient, diligent.

Fuerte o bueno: Strong, adept, sound, effective, successful, accomplished, well developed, above average, confident.

Excelente o muy bueno: Exceptional, outstanding, high capacity, superior.

Innovador: Innovative, inventive, original, resourceful, imaginative, creative, diverse.

Estratégico: Strategic, proactive, incisive, astute.

Flexible: Flexible, adaptable, open, accommodating.

Competitivo: Competitive, ambitious, tenacious, market or results driven, determined.

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COMMUNICATION SKILLS

Good English skills both written and oral.

Mediate: "I'm very good at mediating amongst my workmates".

Motivate: "I can motivate the people working with me".

Negotiate: "I am able to negotiate to get the best possible offer".

MANAGEMENT SKILLS

Assign: "I usually assign tasks according to the skills I detect on my work team".

Coordinate: "I am able to coordinate large groups of people".

Execute: "I can execute direct orders"

Review: "I constantly review our plans to make sure we're going in the right direction".

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RESEARCH SKILLS

Define: "I define research questions easily".

Detect: "We detect changes in trends annually"

Evaluate: "I evaluate effectivity in new solutions"

Extract: "I can extract knowledge from old reports".

Investigate: "I would love to investigate further the reasons for this shift".

TECHNICAL SKILLS

Assemble: "I've been working on the assembly line for years now"

Build: "I'm a builder".

Fabricate: "We used to fabricate pieces like this one."

Operate: "I operate diverse heavy duty equipment".

Remodel: "I remodel spaces"

Repair: "I also repair printers like this one".

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CREATIVE SKILLS

Integrate: "I can integrate different elements into a single idea".

Invent: "I invented that format".

Perform: "I can perform under stress".

Revitalize: "We could revitalize the image of your shop".

FINANCIAL SKILLS

Allocate: "I have experience in allocating resources to different accounts".

Analyze: "I analyze the bills of my firm".

Appraise: "I appraise market value".

Budget: "I do the budgeting every quarter".

Control: "I control expenses".

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SALES SKILLS

Convert: "I can convert low revenue accounts into high ones"

Close: "I'm good at closing sales in the general market".

Persuade: "I persuaded them that we were the best possible option".

Highlight: "I highlighted the importance of our company"

Satisfy: "We satisfied their expectations in terms of service".

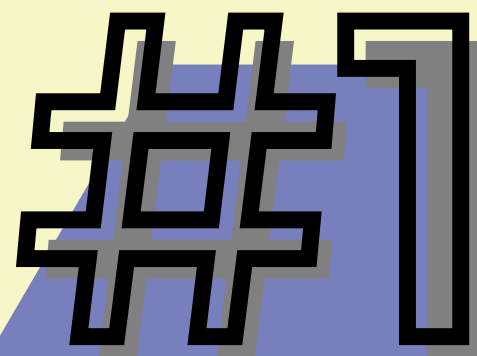
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TOPIC 3

Your Presentation

START

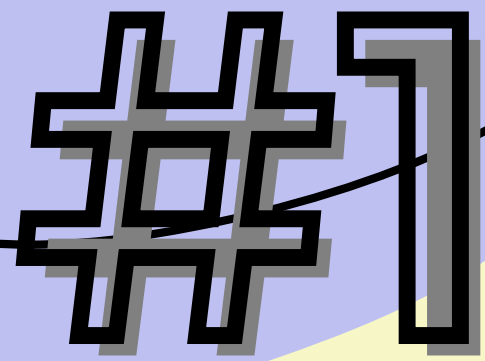




"TELL ME ABOUT YOURSELF"



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"TELL ME ABOUT YOURSELF"

BRIEF

You should only talk about your recent experiences!

TAILORED

Talk about your experiences related to the job

ACHIEVEMENTS- BACKED

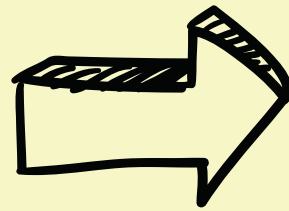
Talk about your experiences related to the industry



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TIME FOR
EXAMPLES!

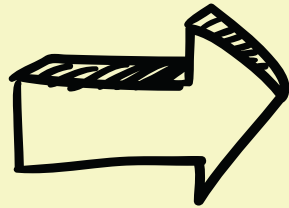
CASE #1



"I've been in the marketing industry for over five years, primarily working in account and project management roles. I most recently worked as a Senior Project Manager for a large tech company managing large marketing campaigns and overseeing other project managers. And now I'm looking to expand my experience across different industries, particularly fintech, which is why I'm so interested in joining an agency like yours."

TIME FOR EXAMPLES!

CASE #2



"Sure, so, my name is XXXX and I am XXXX years old. For the past XXX years, I've been working as a business analyst at Company X and Y. I have some background in data analysis, with a degree from University XY. What really got me into the field, though, is the internship I did at Company Z.

Throughout my career, I've noticed that I've always been good with numbers and handling data. For example, when I was working at Company X, I led a project for migrating all operations data to a new data warehousing system to cut down on costs. The new solution was a much better fit for our business, which eventually led to savings of up to \$200,000 annually.

I wish to expand my experience across different industries. Particularly fintech, which is why I'm interested in your company."

#2

"WHICH IS YOUR GREATEST
WEAKNESS?"

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#2

"WHICH IS YOUR GREATEST WEAKNESS?"

PICK A WEAKNESS
THAT IS NOT
RELATED TO THE
JOB

Explain how you
have been actively
working on that
weakness

EXAMPLE: COPYWRITING POSITION

"I struggle with numbers, and don't have much experience with data analytics. While math is not directly tied to my role as a writer, I believe it's important to have a rudimentary understanding of Google Analytics to ensure my work is performing well. To tackle this weakness, I've been taking online courses in data analytics."



#2

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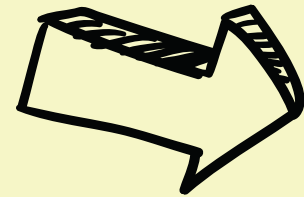
EXAMPLE: SENIOR PRODUCT MARKETING MANAGER

"Early on in my career I struggled with analyzing and interpreting marketing data. In order to improve these skills, my manager mentored me and gave me weekly assignments that allowed me to practice data interpretation. Within a few months, I went from being a content marketer who was averse to data to one who embraced it."

#2

"WHICH IS YOUR GREATEST WEAKNESS?"

Other type of weaknesses you can talk about



- Lack of Organization
- Timidity
- Fear of Public Speaking
- Indecisiveness
- Harsh Self-Criticism
- Talkative
- Trouble with Work-Life Balance



#2

"WHICH IS YOUR GREATEST WEAKNESS?"

- Lack of Organization
- Timidity
- Fear of Public Speaking
- Indecisiveness
- Harsh Self-Criticism
- Talkative
- Trouble with Work-Life Balance

"I struggle with organization. While it hasn't ever impacted my performance, I've noticed my messy desk and cluttered inbox nonetheless interfere with my efficiency. Over time, I've learned to set aside time to organize my physical and digital space, and I've seen it improve my efficiency levels throughout the week."

#2

"WHICH IS YOUR GREATEST WEAKNESS?"

- Lack of Organization
- Timidity
- Fear of Public Speaking
- Indecisiveness
- Harsh Self-Criticism
- Talkative
- Trouble with Work-Life Balance

"Oftentimes, I can be timid when providing constructive feedback to coworkers or managers, out of fear of hurting someone's feelings. However, in my last role, my coworker asked me to edit some of his pieces and provide feedback for areas of improvement. Through my experience with him, I realized feedback can be both helpful and kind when delivered the right way. Since then, I've become better at offering feedback, and I've realized that I can use empathy to provide thoughtful, productive feedback."

#2

"WHICH IS YOUR GREATEST WEAKNESS?"

- Lack of Organization
- Timidity
- Fear of Public Speaking
- Indecisiveness
- Harsh Self-Criticism
- Talkative
- Trouble with Work-Life Balance

"My inner critic can be debilitating at times. I take pride in producing good work, but I feel like I struggle feeling satisfied with it, which has led to burnout in the past. However, I've started to push back against this inner voice by taking care of myself before and after work. I'm also learning to recognize when my inner critic is right and when I need to dismiss it."

#3

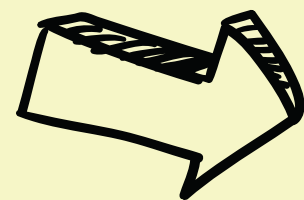
"WHICH IS YOUR GREATEST
STRENGTH?"

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#3

"WHICH IS YOUR GREATEST STRENGTH?"

Tips when
choosing a
strength to talk
about



1. STAY HUMBLE
2. STAY RELEVANT
3. BACK UP YOUR CLAIMS

#3

"WHICH IS YOUR GREATEST STRENGTH?"

Tips when
choosing a
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about

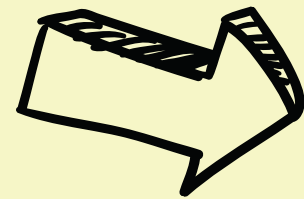
1. STAY HUMBLE
2. STAY RELEVANT
3. BACK UP YOUR CLAIMS

I'd say my greatest achievement is leadership. Throughout university, I've always strived to be a leader in whatever I did. I started and led a public speaking club, and I was also the team leader in almost every university project that I worked on."

#3

"WHICH IS YOUR GREATEST STRENGTH?"

OTHER TYPE OF
STRENGTHS WE
CAN TALK ABOUT



- Communication skills.
- People skills.
- Writing skills.
- Analytical skills.
- Honesty.
- Work under pressure
- Leadership skills.
- Patience.
- Writing skills.
- Empathy.
- Initiative.
- Self-motivation.

#3

"WHICH IS YOUR GREATEST STRENGTH?"

 **INCORRECT: ARROGANT**

What are my strengths? Where do I begin? I'm Superman. I mean look. I take off my glasses – Superman. I put them back on – Clark Kent. You can see it. Yeah, you can! Plus, I'm so good at stuff that you'll think I'm a psychic. I'll get work done before there is work to do. I can already guarantee you that I'm better than all your other employees combined.

YES CORRECT: WORK UNDER PRESSURE

"My greatest professional strength is the ability to handle pressure and work under a tight deadline. I think that would help me succeed in this position because of the large number of clients and deadlines I'd be working with here. In my last position, I handled difficult projects on short notice for a number of our top clients like Coca Cola and Microsoft. I completed 100% of the projects I was assigned and this resulted in us winning \$2 million in additional business from these clients."

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#3

"WHICH IS YOUR GREATEST STRENGTH?"



INCORRECT: TOO HUMBLE

What are my strengths? Well, I guess I'm pretty good at breathing? I don't know. That's what my mom said. She's usually right about stuff. So, I guess yeah. I guess I could say I'm a good breather.

YES

CORRECT: COMMUNICATION SKILLS

"Thanks to my experience as an HR representative, I have gained excellent communication skills. I was responsible for facilitating informational workshops for staff members and mediated any conflict in the workplace. I have also completed a course on effective communication from UCLA."

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#3

"WHICH IS YOUR GREATEST STRENGTH?"



INCORRECT: A LIST OF RANDOM SKILLS WITH NO CONTEXT

My strengths? Where do I start? I'm great at customer service, organizing stuff, writing, sales, and marketing. Oh! I almost forgot. I can also administer medication to large domestic animals.

YES CORRECT: PEOPLE SKILLS

"My people skills are my greatest strength. I find it easy to connect with almost anyone, and I often know how to empathize with others in an appropriate way"

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#4

"WHAT IS YOUR GREATEST
ACHIEVEMENT?"

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#4

"WHAT IS YOUR GREATEST ACHIEVEMENT?"

PROFESSIONAL

"A professional achievement would definitely be the time that a hotel didn't find 5 of the 10 rooms we had booked for a group. And the hotel was fully booked.

The group arrived at the hotel in Australia and the receptionist told them that she could not find 5 of the 10 rooms they had booked. The hotel was fully booked and they had no place to stay.

I called our supplier and they were actively working to fix it. However, I knew they weren't going to solve it quickly so I started looking for hotels on my own. I needed 10 rooms. There was no availability online, so I decided to call each one of them. After the 10th hotel, I found one available. I booked it, and I also booked a bus for the 20 passengers to go to the new hotel.

Finally, the new hotel was cheaper than the original. The original hotel gave us a full refund. And although the passengers were really upset, they were happy with the new hotel."



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#4

"WHAT IS YOUR GREATEST ACHIEVEMENT?"

PERSONAL

"If we are talking about a personal achievement, I would say moving out of my parents' house. It was something that I wanted to do for years, but I didn't have enough money to do it.

Thanks to my English classes I could save up and move. I'm really proud of this achievement, because it was thanks to my dedication."



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#5 "WHY SHOULD WE HIRE YOU?"

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#5

"WHY SHOULD WE HIRE YOU?"

1- HOW YOUR SKILL-SET IS A GOOD FIT

Focus on how your skills match the job

2- HOW YOU'LL BE A GREAT ADDITION TO THE TEAM

Identify the company's culture and tell the interviewer how you will fit in.

3- SHOW INTEREST IN THAT COMPANY

Applying for a company that you are familiar with and show that you interested.

EXAMPLE #1: PROBLEM SOLVING SKILLS AND AVOIDING STRESS

"My problem-solving abilities allow me to work extremely well under pressure, which I understand is a common occurrence in this role. In my current job, I have to fix problems, with a limited amount of time to make a decision. I'm a creative, communicative, rational and analytical person.

*I'm really excited to work in a global leader in financial services. I will bring the same interest and motivation to make an impact here at *Company name*."*

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ENGLISH**

#5

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EXAMPLE #2: LEADERSHIP

"I'm a great team player, and I really feel like that's one skill that really sets me apart from other project managers. Whatever team I might be managing, I end up making fast friends. I'm also very effective at getting my teammates to be at their A-game without having to push them or be too micro-managing."

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IN
ENGLISH**

#5

"WHY SHOULD WE HIRE YOU?"

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EXAMPLE #3: FLIGHT ATTENDANT

Oh wow, where do I begin! I have been an avid traveler since as young as I can remember. When I reached adulthood and started booking flights for myself, your airline would be my top choice. Alpha Airlines has always made long-distance travel a pleasure, and I would be honored to say that I work for you. On top of this, I believe that my patience and multitasking skills are second to none, and these would go a long way in helping me the best flight attendant possible.

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#5

"WHY SHOULD WE HIRE YOU?"

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EXAMPLE #4: IF YOU ARE APPLYING FOR A JOB WITH NO EXPERIENCE

"I know I don't have the most extensive work history, but what I lack in experience I make up for in enthusiasm and dedication. I've been into video games since I can remember and have always wanted to get into UI design! Other than my B.A. in Computer Science, I've also spent a big time last year practicing. I even created 3 mock UI designs for some of my favorite games. I believe that under the right mentorship, I can apply the programming skills I've acquired during my studies and internships to meet the responsibilities of the role and more."

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#6

"DO YOU PREFER WORKING
INDIVIDUALLY OR WITH A TEAM?"

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#6

"DO YOU PREFER WORKING INDIVIDUALLY OR WITH A TEAM?"

EXAMPLE #1

"I definitely prefer to work on a team. It is important for me to share my ideas with colleagues, and to hear critical feedback from their side. What's more, I like the social aspect of going to work. It helps with motivation, and interactions you have in real time cannot be replaced by some chat or emails, or emojis or similar stuff. At least that's my opinion."

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#6

"DO YOU PREFER WORKING INDIVIDUALLY OR WITH A TEAM?"

EXAMPLE #2

"I am a team player, but I do not need regular contact with my team members. I think that we should try to find a good balance. Sometimes it's fine to be in the office with other people, to brainstorm ideas, to work on a project together.

But there are also tasks that require a high level of concentration. When working on them, we should try to eliminate all distractions. That's much easier to do when you work independently."

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#6

"DO YOU PREFER WORKING INDIVIDUALLY OR WITH A TEAM?"

EXAMPLE #3

"To be honest, I prefer to work independently. In my opinion, a good engineer needs some space for their thoughts. Being surrounded by people, or working in a busy office with many distractions, you can hardly solve some tough puzzles, or come up with some innovative ideas. And that's the role of a process engineer, or at least I see it in that way. Of course, it is nice to have team meetings and to talk to colleagues on a regular basis. But I prefer to spend most of my work time alone, thinking about problems, trying to devise solutions."

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#7

"WHY DO YOU WANT TO WORK
HERE?"

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#7

"WHY DO YOU WANT TO WORK HERE?"

EXAMPLE #1

"The reason why I want to work here is that I can see myself growing professionally in this position. You probably noticed from my resume that every job I've had since graduating has been related to writing, be it in journalism, marketing, or advertising. I believe I can apply all the skills I've acquired so far to the role of Communications Assistant for an organization of your size."

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#7

"WHY DO YOU WANT TO WORK HERE?"

EXAMPLE #2

"I'm really excited to work in a global leader in financial services. I want to grow in a professional and personal way, and I believe this is a huge opportunity for me. I am confident that I can develop solutions to help the company in any way.

*Working for *company name* has always been my goal. I've been dreaming of this job since I was a little kid".*



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#7

"WHY DO YOU WANT TO WORK HERE?"

EXAMPLE #3

"I want to work here because I really love your company and all the products you've launched in the last decade! I've been using Pineapple since I can remember and I think your tech is the most user-friendly in the market. I'd really love to contribute everything I know about tech to work on such intuitive smartphones!"

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#8

"HOW DO YOU SEE YOURSELF
IN FIVE YEARS?"

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#8

"HOW DO YOU SEE YOURSELF
IN FIVE YEARS?"



NO NO NO **INCORRECT**

My long-term career goal is to become CEO of the company. My mother always told me, "Never settle for less than your best." So, I plan to claw my way to the top!

YES **CORRECT**

"In 5 years' time I would like to have proven to management that I have the determination to significantly help the company grow by making some really positive steps forward, while building strong relationships with clients and colleagues along the way.

I would be delighted if the opportunity of further progression comes, but I would need to successfully fulfill this position first".

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#8

"HOW DO YOU SEE YOURSELF
IN FIVE YEARS?"



INCORRECT

"In the next five years, I want to finish my side project. My hobby is developing games for apps. I have one in the works now that I should have done in the next year or two. That's my real passion".

YES CORRECT

"In five years, I would love to be an industry expert that others can come to for ideas, help and strategy. I've had amazing mentors and managers in my past positions, so I'd like to be able to provide similar guidance, potentially taking on a leadership role.

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#8

"HOW DO YOU SEE YOURSELF
IN FIVE YEARS?"



INCORRECT

"In five years, I hope to have moved on to a much larger company where I can apply the skills I've learned here. I need six years of experience and a developed skill set. I want to use this position as a stepping stone to prepare for a career with the big boys".

YES CORRECT

"I'm excited about the prospect of working with product and event teams on developing streamlined processes—this is a natural fit with my project management background. I'd also like to further develop my skills in user experience to aid in creating more user-focused designs all around".

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#9

"WHY DO YOU WANT TO LEAVE
YOUR CURRENT JOB?"

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#9

"WHY DO YOU WANT TO LEAVE YOUR CURRENT JOB?"

NO NO NO **INCORRECT**

"Things started to get really boring, and the boss man was kind of mean. I totally deserve better, so I just ghosted them and now I'm looking for a new company. Hi!"

YES CORRECT

"I've had a fantastic time working at x over these last two years, but I think I've learnt all I can in this particular company. I'm now looking to leave my job, take on a new challenge and join a bigger team; that's why this particular role appeals to me so much".

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#9

"WHY DO YOU WANT TO LEAVE YOUR CURRENT JOB?"



INCORRECT

"Oh, well, the company started bleeding cash and was on its way to bankruptcy."

YES CORRECT

"I feel like I'm ready to take on more responsibility. I believe I've progressed as far as I can in my current role. I need a change of environment to motivate me. I want to develop a new skill that isn't required in my current job".

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#10

"WHAT ARE YOUR SALARY EXPECTATIONS?"

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#10

"WHAT ARE YOUR SALARY EXPECTATIONS?"

EXAMPLE #1

"Based on my 10 years of experience in this field, I would expect a salary in the range of \$Y to \$Z."

EXAMPLE #2

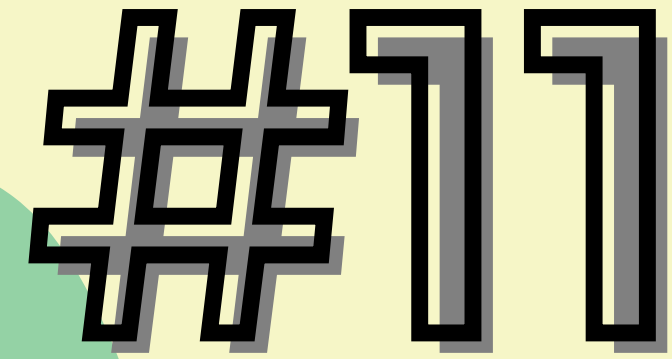
"I'm looking for a competitive salary that reflects my qualifications and experience. Based on my research and the requirements of the role as I understand them, I would expect a salary in the range of \$X to \$Y."

#11

"WHAT ARE YOUR HOBBIES
AND INTERESTS?"



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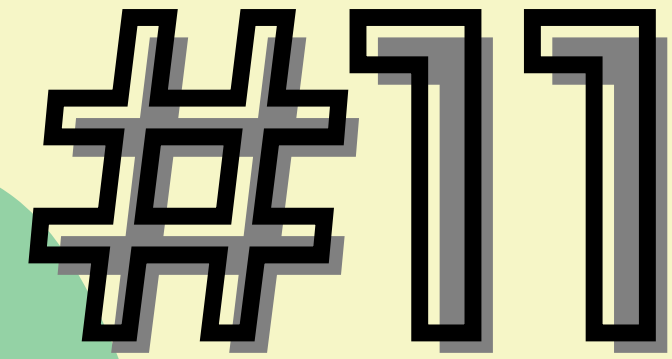
"WHAT ARE YOUR HOBBIES
AND INTERESTS?"

EXAMPLE #1

"It would definitely be music. I play the guitar and the keyboard, but what I like the most is singing. I write and produce my own songs. In 2019, my sister gave birth and my nephew Felipe was born. He inspired me so much that I wrote my first lullaby song for him"

EXAMPLE #2

"I've played sports since high school, so I joined a local volleyball league to stay in shape and meet new people in the area. I'm the captain of our team this year. I encourage everyone to communicate during the game and try to keep each player involved so they can get more experience. I want to be a leader in my next position, and my experience has provided me with opportunities to conduct training in tough situations."



"WHAT ARE YOUR HOBBIES AND INTERESTS?"

EXAMPLE #3

"I love traveling, and I try to take a trip every season. On my last trip to Boston, my flight was delayed, and I had a show to get to. I scheduled my rideshare from the hotel to the theater to save time. Once I got to my hotel, I had about 10 minutes to settle into my room and then get into my rideshare to the theater.

Traveling allows me to adapt to new situations and use my organization and planning skills to ensure I have the most fun I can. These strategies prepare me for many possible situations, which is how I approach my event and travel planning as an administrative assistant."

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#12

"HOW DO YOU HANDLE STRESS?"

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#12

"HOW DO YOU HANDLE STRESS?"

EXAMPLE #1

"When I am in a stressful situation, I often stop to take a step back and allow myself some time to think, plan and prioritize. For example, if I have more than one task to do at my current job, I break the big tasks up into separate, individual activities, working out which take the longest, which I can complete quite quickly, and which have the nearest deadlines. It then becomes more manageable and far less stressful."

EXAMPLE #2

"Due to my previous responsibilities, I have learnt how to deal with stress effectively. The main thing is to focus on the most important tasks and don't let stress get in the way."



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#13 "DESCRIBE YOURSELF IN 3 WORDS"

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#13

"DESCRIBE YOURSELF IN 3 WORDS"

ANALYST / TECH

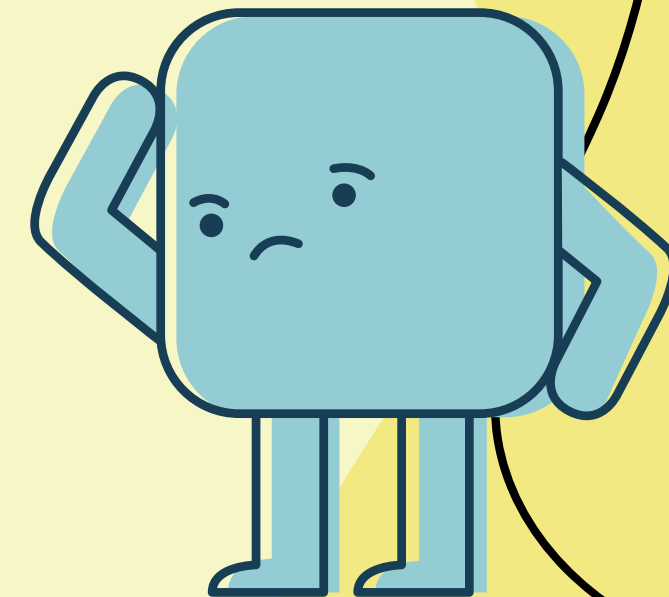
- Organised
- Focused
- Analytical
- Problem-solver
- Methodical
- Thorough
- Observant
- Hard-Working
- High-achieving

CLIENT FACING

- Outgoing
- Approachable
- Friendly
- Caring
- Thoughtful
- Sociable
- Down-to-Earth
- Trustworthy
- Positive

SALES

- Independent
- Ambitious
- Proactive
- Determined
- Committed
- Driven
- Motivated
- Respectful
- Upbeat



#13

"DESCRIBE YOURSELF IN 3 WORDS"

MARKETING/CREATIVE

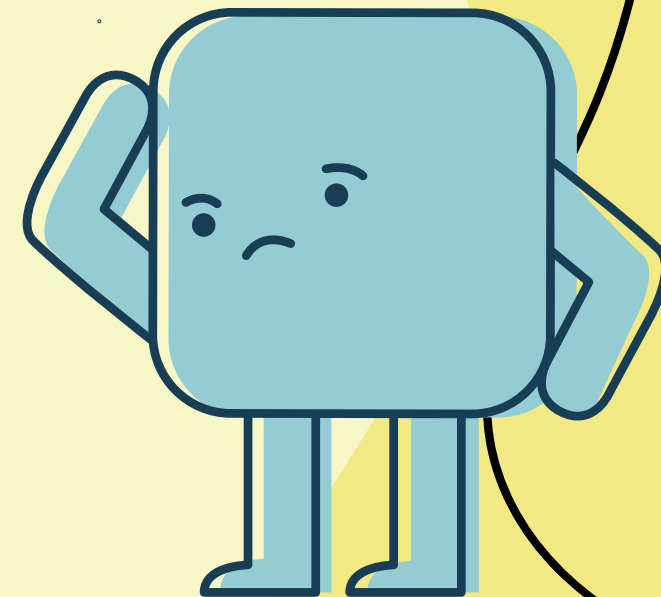
- Entrepreneurial
- Inventive
- Creative
- Artistic
- Musical
- Imaginative
- Team player
- Innovative
- Collaborative

PR AND COMMS

- Open minded
- Laid back
- Reflective
- Enthusiastic
- Reliable
- Attentive
- Loyal
- Compassionate

CORPORATE

- Professional
- Diplomatic
- Patient
- Mature
- Calm
- Conscientious
- Confident
- Adaptable



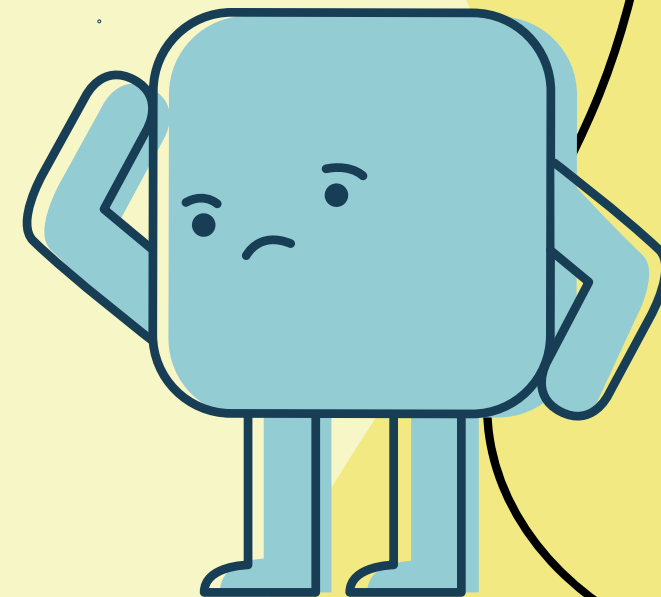
#13

"DESCRIBE YOURSELF IN 3 WORDS"

EXAMPLE #1

"The first word I'd use to describe myself is approachable. I pride myself on the fact that I always put in extra effort to make a customer feel comfortable when trying to assist them. I'm also quite observant. I try to pick up on small details that others may not have noticed. Lastly, I'm open-minded. I enjoy trying new approaches and techniques to customer service."

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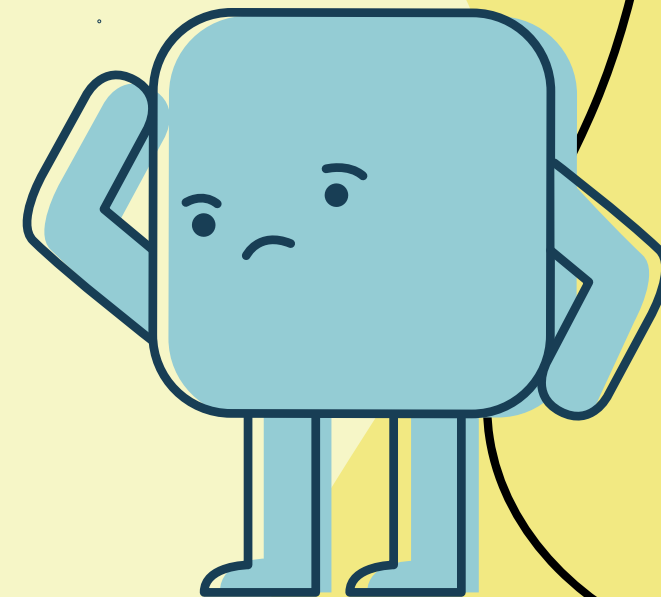
#13

"DESCRIBE YOURSELF IN 3 WORDS"

EXAMPLE #2

"Enthusiastic, confident and friendly are three words I'd pick to describe myself. My enthusiasm for health care allows me to stay motivated at work and find importance in what I'm doing. My confidence helps me recognize my abilities while also knowing that there's always room to learn more. I also think of myself as an incredibly friendly person, as I enjoy interacting with my patients and colleagues every day."

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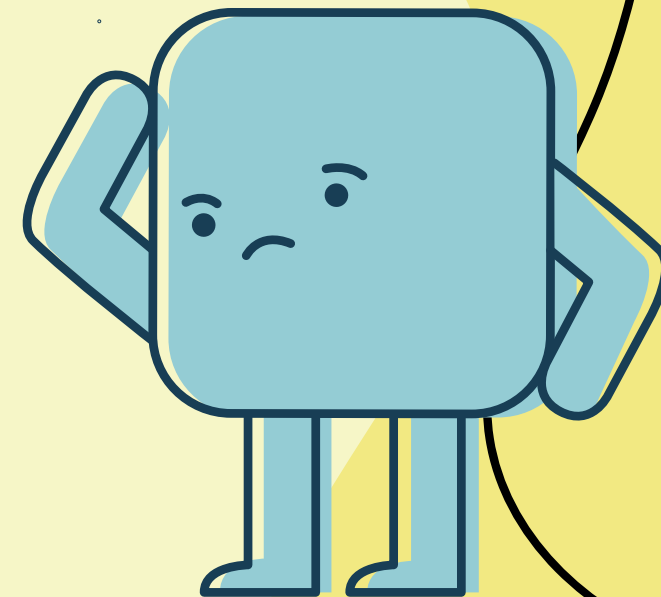
#13

"DESCRIBE YOURSELF IN 3 WORDS"

EXAMPLE #3

"I'd describe myself as driven, communicative and reliable. I consider myself to be driven because I'm always working toward a new goal and refuse to give up if met with any obstacles. I chose communicative because I greatly enjoy collaborative work and would love the opportunity to learn from others if given this position. Finally, I picked reliable because I stick to my commitments. If I volunteer to do something, you can guarantee I'll get it done to the best of my abilities."

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#14 "WHAT MOTIVATES YOU AT WORK?"

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#14

"WHAT MOTIVATES YOU AT WORK?"

- WHAT DRIVES YOU TO DO YOUR BEST?
- WHAT INSPIRES YOU?
- WHAT MAKES YOU EXCITED TO COME TO WORK?

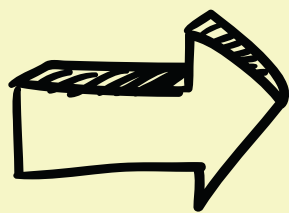
(THINK ABOUT YOUR PREVIOUS ROLES AND EXPERIENCES)

- Coming up with new products and ideas
- Solving problems
- Providing resources: how-to guides or training materials
- Going above and beyond to provide excellent customer service
- Training team members or coworkers outside of your team
- Learning about new things
- Pursuing interests
- Making a difference
- Taking ownership of a project
- Volunteering to help others

USEFUL
EXAMPLES

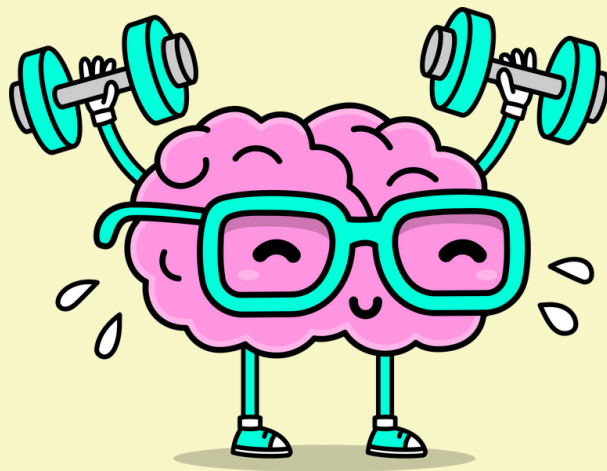
TIME FOR
EXAMPLES!

CREATIVE
PROJECTS,
TEAMWORK



"As a marketer, I've always been motivated by creative projects, teamwork and being able to draw a connection between my efforts and the company's bottom line.

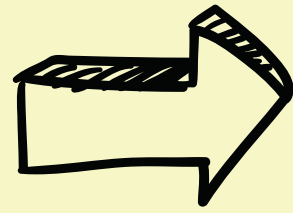
Having the opportunity to lead campaigns from ideation through launch was one of the reasons I was so excited to apply for this role."



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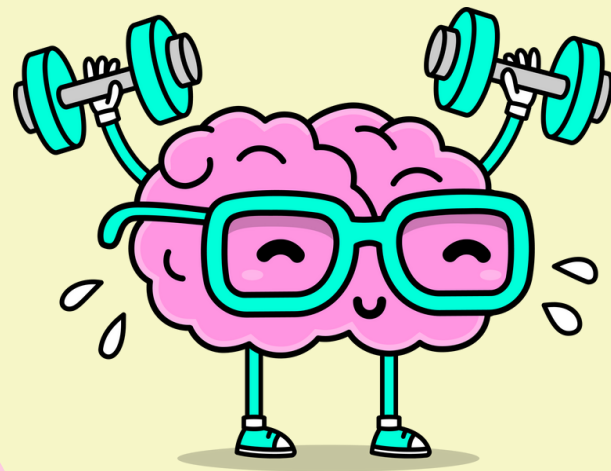
TIME FOR
EXAMPLES!

OVERCOMING AN OBSTACLE



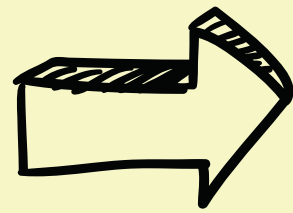
"The gratification of overcoming an obstacle is my greatest motivator. For example, math has never been my best subject, but I opted to take a course when I was younger, even though it wasn't required for my major, I wanted to prove to myself I could do it.

The feeling of accomplishment with challenging goals is what drew me to a career in sales."

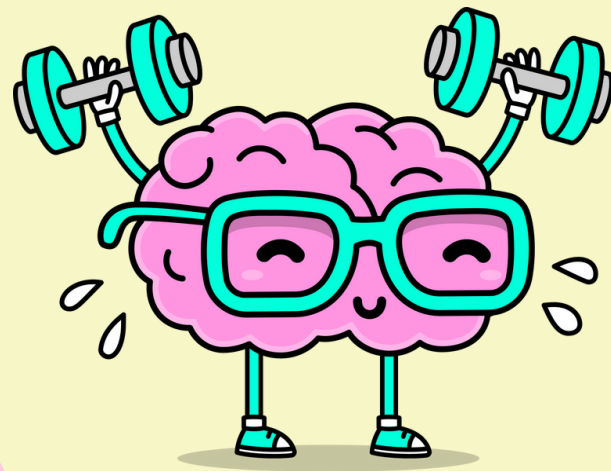


TIME FOR
EXAMPLES!

MAKING A DIFFERENCE



"I'm motivated by the fact that, when I leave work at the end of a shift, I know I've helped make a difference in the lives of my patients and their families. Seeing the smiles on their faces and watching them improve makes me look forward to work. That's why I became a nurse, and why I'm pursuing a position in pediatrics."



#15 "WHAT MAKES YOU UNIQUE?"

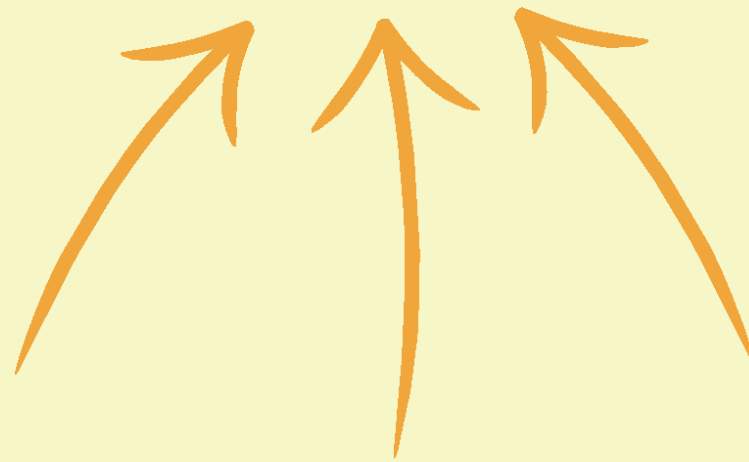
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#15

"WHAT MAKES YOU UNIQUE?"

IMPORTANT!

- No te compares
- Selecciona las cualidades más relevantes del puesto
- Revisa la descripción del puesto y menciona las skills más pedidas
- Suma skills propias que puedan ayudar a complementar tu trabajo



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#15

"WHAT MAKES YOU UNIQUE?"

EXAMPLE #1

COMMUNICATION SKILLS REQUIRED

"One trait that I feel makes me unique is my ability to get along with all types of people and personalities. I've worked in retail customer service, all the way up to managing large enterprise client accounts in my last job.

I saw that your job description for this role emphasizes communication skills, and I've read about the variety of clients that your business serves. So, that's one reason I feel I'm a strong candidate for the role, and may have some unique skills and background that other candidates don't bring."



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#15

"WHAT MAKES YOU UNIQUE?"

EXAMPLE #2

DESIGNER WITH EXTRA SKILLS

"One of my unique skills is that I'm a former software developer. I moved into product design because I'm more passionate about this area, but I'm still able to write code and scripts to automate tasks, and I still approach challenges and obstacles through an engineer's mindset, meaning I perform tests and I make decisions based on data. This data-driven approach sets me apart from many other designers and makes me a unique candidate for your Senior Design Lead role".



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#15

"WHAT MAKES YOU UNIQUE?"

EXAMPLE #3

GENERAL ANSWER

"I have an unusual combination of soft skills that I feel makes me unique. I'm constantly seeking to improve, learn from my mistakes, and challenge myself.

And I'm exceptionally organized in terms of tracking my results, progress, and any trends in my work and output. So through this, I'm able to find potential learning opportunities and lessons, spot potential problems before they become larger issues, and steadily improve".



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#16

"WHAT'S YOUR IDEAL JOB?"

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#16

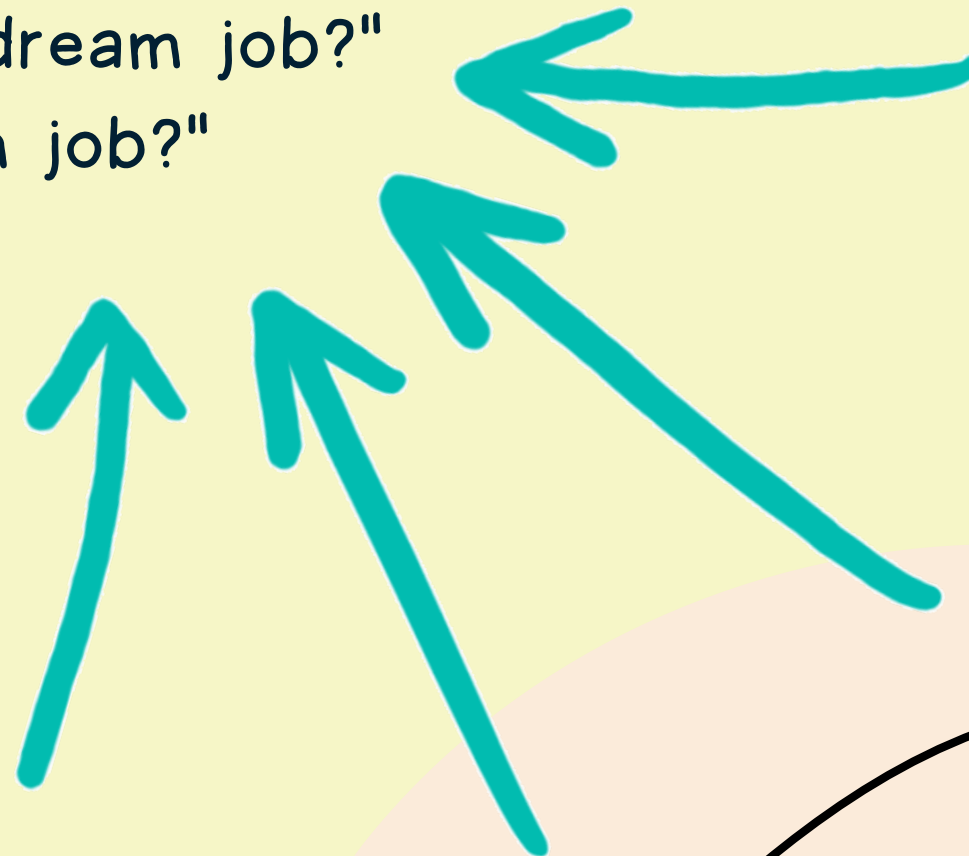
"WHAT'S YOUR IDEAL JOB?"

The most difficult one!

(siempre y cuando este no sea el trabajo de tus sueños...)

También pueden preguntarlo como:

- "What work would you do if you didn't need the income?"
- "How would you describe your dream job?"
- "What is your desired long-term job?"



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#16

"WHAT'S YOUR IDEAL JOB?"

EXAMPLE #1

NOMBRAR UNA POSICIÓN ESPECÍFICA (TRAINER)

"My ideal job would be a full-time human resources trainer. In my last position, I had the opportunity to lead a few training sessions for new colleagues, and I loved preparing the material, planning the event and performing the training. This position seems to have some training opportunities, which I would love to take part in."

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#16

"WHAT'S YOUR IDEAL JOB?"

EXAMPLE #2

NOMBRAR UNA POSICIÓN RELACIONADA CON CIERTAS
HABILIDADES (ADMINISTRADOR)

"My dream job would involve using my excellent customer service and communication skills. I would love to work directly with customers to help them solve their problems and improve their experience with the company. This position will help me develop my problem-solving skills and use my communication abilities."

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#16

"WHAT'S YOUR IDEAL JOB?"

EXAMPLE #3

HABLAR SOBRE EL AMBIENTE DONDE TE GUSTARÍA
DESARROLLARTE (RESPUESTA GENERAL)

"My dream job is to work with talented people in a respectful work environment with mutual trust. I value teamwork, and I look for a job that offers a collaborative environment where I can be part of a team, help my teammates, learn from them, and where we can hold each other accountable."

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#17

"DO YOU HAVE ANY QUESTIONS
FOR US?"

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#17

"DO YOU HAVE ANY QUESTIONS FOR US?"

1. What does a regular day in this company look like?
2. What's the best thing about working for the company?
3. What's the worst thing about working for the company?
4. What would you say are the biggest challenges a person in this position might face?
5. What do you like best about working in this company?
6. Do you have training programs available to employees?
7. What are the performance expectations for someone in this position?
8. Do employees usually hang out with each other outside of work?
9. Is there anything else I can help you with at this stage?
10. What is the next step in the hiring process?

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TOPIC 4

Useful Phrases

START





CUANDO NO ENTIENDO QUE ME ESTÁN DICIENDO:

- I'm sorry. Would you please repeat the question?
- Excuse me, I didn't hear you.
- Could you please say that again?
- Would you please say that again?
- Could you please repeat the question and speak a little bit harder?
- Sorry, I didn't understand you. Could you please say that again?
- I'm sorry, I didn't hear the last part. Can you repeat it, please?



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PARA AGRADECER AL FINAL DE LA ENTREVISTA:

- Thank you very much for your time. I'll be waiting for your call!
- I want you to know that I'm very thankful for this.
- Before I leave I want to thank you for the opportunity. I hope we see each other again soon!
- I wanted to thank you before I leave. I hope I have the profile you're looking for.
- It was a pleasure meeting you and then again I want to thank you for having me here!
- I want to thank you one last time and I'll be expecting your call!

THANKYOU

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PARA CERRAR:

- I've been looking for this position for a long time.
- I love the idea of working here because I enjoy _____.
- This is what I always wanted to do and I know I can do it very well.
- I'm glad I was recommended by _____ for this position!
- I'm glad I saw this job post because I'm very excited about the idea of working for this company.
- You can expect nothing but proficiency and excellent results if you hire me.

BYE BYE

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**THANK YOU
SO MUCH**

