

# HOW TO “NAIL” AN INTERVIEW IN ENGLISH

## 1) Be aware of the cultural differences

- No hugs or kisses. Just smile and shake hands
- It's illegal in the U.S. to ask questions about your age, race, religious beliefs, sexual preference or pregnancy (or plans on having children)

## 2) Common interview mistakes to avoid

### • The candidate doesn't prepare before the interview.

- o Arrive about 10-15 minutes early
- o Dress appropriately for the job
- o Do your research about the job, the company and the position you are applying for
- o Practice answering interview questions before the interview
- o Bring extra copies of your resume (CV) and any other professional materials

### • The candidate thinks that his/her resume will speak for him/her.

- o Sell yourself by telling a story that will help the interviewers imagine you as part of the work place
- o Give specific examples and know what information you want to share (and don't want to share) before the interview

### • The candidate lies about his/her English level

- o Be honest about your English level and show them that you are working every day to improve your English if you feel that it needs improvement

### • The candidate says that he/she was “fired”

- o to be fired means “demitido(a) por justa causa,” and it gives the impression that you did something very wrong. If you were in fact fired, be sure to have an explanation about what happened.

Remember to use these terms instead:

- I was let go./I was laid off.

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## 3) 15 Common interview questions to help you prepare for your next English interview :)

1. Tell me about yourself
2. Why do you want to work at our company?
3. What are your strengths?
4. What are your weakness?
5. Are you willing to relocate?
6. Are you willing to travel?
7. How would your former boss/manager describe you?
8. What can you offer us that someone else cannot?
9. Tell me what you know about this company.
10. Tell me about an accomplishment that you are proud of.
11. Tell me about a time you made a mistake.
12. Why are you looking for a job change?
13. What is your dream job?
14. Where do you see yourself in five years? Ten years?
15. Finally, do you have any questions to ask me?

\*Don't forget to send a follow-up e-mail thanking them for the interview! :)