

Podcast Job Interview

Hi, I'm Nathalie from advanx language school and today I want to talk to you about Job Interviews. If you're applying for a job at an international or at a local company, it might very well happen that your interviewer switches to English. Don't panic, with our tips you'll be fine.

First of all show that you are professional, competent and that you are a "cultural fit" for the job you are applying for.

The key is good research and networking and preparation, preparation preparation.

1. Try to collect as much information about the company through internet research, networking via LinkedIn or even look at the people who are working there or read reviews from former employees on platforms like Kununu.
2. Check out the product portfolio, history and structure of the company.
3. Inform yourself about the company's values, targets and form of corporate communication. A young start-up will definitely be different from a blue-chip corporation, so you should adapt your dress code, communication style and expectations. But be honest and don't act, otherwise you might be spending years of working in the wrong company.

Stage 1 Preparing your outfit

- Choose casual clothes, business casual or a traditional suit and tie outfit and try not to be under- or overdressed.

Stage 2 Welcome and Small Talk

- Accept drinks like coffee or water, if they are offered.
- Don't be afraid to make small talk and ask a few questions. Make complements regarding the building, office, etc.
- Be aware of your body language. Don't cross your arms, rub your ears, etc.
- Smile and try to establish eye contact.

Stage 3 Introduce yourself

- Be prepared to present yourself and your professional background in no longer than 3 to 5 minutes. Try to connect your experience to the job advertised.

Stage 4 Presentation of the company/job profile

- Listen actively to the presentation and take some notes.
- Don't interrupt the speaker and ask 1 or 2 questions after the presentation to show interest.

Stage 5 Do you have any further questions?

- This is the open and the most “dangerous” part of the job interview. Of course, you do! You have questions and ask for details. Prepare some questions beforehand.
 - What do you expect from team members in this position?
 - Will those expectations change over time?
 - What is a typical day like at [company name]?
 - Where do you see the company in five years?
 - What are the next steps in the interview process?
- At this stage you interviewer might ask some “killer questions”. Following are some examples of questions which might surprise you:
 - What have you learned about yourself in the last five years?
 - Name a big mistake and what you learned from it.
 - What are your weaknesses?
 - Why should we hire you?
 - Why do you want to work here?
 - What are your goals?
 - What are three positive things your last boss would say about you?
 - Describe the type of work environment in which you can really give your best and be most productive.
 - Describe a situation where your colleagues disagreed with your ideas. What did you do?

These questions are used to single out candidates whose values, beliefs fit in with the company’s culture.

Stage 6. Closing and farewell

- Thank the interviewer for his time and the nice interview.
- Ask for the next steps and express your interest in the job.

If you have a job interview in the United States, there are some special things that are a bit different from German job interviews. When you first greet your interviewer, offer a firm handshake and a smile. That’s a standard with both men and women.

In the United States, confidence is an important trait for a prospective employee. Maintaining eye contact also shows the interviewer that you are interested in what they are saying, and it is a sign of respect. Another difference is, that in the United States you will be expected to talk a lot about yourself in an interview. But don’t be too obnoxious. It’s valued if you’re proud

of the work that you have done throughout your career and share your accomplishments with your interviewer.

In an American job interview, it won't be considered boastful or arrogant if you tell your interviewer about your successes in your previous jobs. But be aware that Americans are quite time conscious. If your interviewer asks you to tell them about yourself or explain a past work situation, keep your answers short and simple — don't ramble on.

In the United States, interviewers will also appreciate it if you start asking them questions about the job. This shows that you came prepared and are sincerely interested in the position. However, you should not ask in your first interview about the salary and benefits. That is usually frowned upon in the United States.

So, to sum up, the most important thing is to come prepared, to take the interview seriously and inform yourself sufficiently before going there!

Please have a look at the script below and do the following exercises. As always, you can download your certificate if your answers are all correct. Thank you for listening to me today. For more information, please send an email to podcasts@advanx.de. See you later. Bye.