

Levels: A2 | B1



Module 1: Introduction to job interviews in English.

Introduction to job interviews

Job interviews are crucial part of the hiring process. Along with getting to know you as a person, hiring managers use interviews to learn more about your background and skills and whether you'd be a good fit for your company.

It is a great place to showcase your personality, highlight your strengths and leave a positive impression on your potential employer.

Having certain interviewing skills like a **positive attitude**, **honesty**, **communication** and **active listening** can influence the hiring decision in your favour.



Ways you can be more successful during an interview.

- **Show how you are a good fit with the company.** Think of ways you can exemplify that you would enhance the company's culture.
- **Demonstrate your skills.** You want to prove that you are capable of excelling in this role. Emphasize your skills and why you think they are important for the job.
- **Be mindful of nonverbal cues.** Greeting the interviewer in a correct way and maintaining eye contact can show you are a confident person.
- **Use your communication skills.** Make an effort to effectively convey your ideas and thoroughly explain yourself.
- **Ask thoughtful questions.** Asking questions throughout your interview shows you are interested in the job. Prior to your interview, create a list of questions about topics that are important to you, such as job duties, company culture and who you'd be working alongside.
- **Do plenty of research.** Prior to your interview, make sure you learn about the company, including its offerings, clients, values and mission statement. These are all useful talking points during your interview.
- **Dress accordingly.** Make sure your clothing is clean and freshly ironed or steamed.
- **Follow up afterward.** Within a day of your interview, make sure you send the hiring manager a thank-you letter or email. Highlight some of the best parts of the interview and thank them for meeting with you.