

A photograph of two people shaking hands over a wooden desk. In the foreground, a person's arm with a silver watch is visible, reaching towards the handshake. The background shows another person's arm and a laptop. The scene is dimly lit, with a soft glow from the laptops. The entire image is framed by a thin yellow border.

JOB INTERVIEWS: Part 2



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LEARNING OUTCOMES

You will learn what to say and do in. At the end of the lecture you will be able to:

- Respond appropriately when you don't know the answer
- Show positivity and confidence with your words and actions
- Address weaknesses proactively
- Show politeness
- Implement speech techniques
- Much more!

TAKING TIME TO GATHER YOUR THOUGHTS

If asked a question you are unable to answer immediately, you may:

- Take some time to gather your thoughts and take full, deep breaths
- Let the interviewer know you would like to collect your thoughts before responding
- Take a sip of water while thinking
- Write down notes as you're thinking

EXUDING POSITIVE ENERGY

Employers are drawn to candidates who have genuine enthusiasm and passion. To exude positive energy you may:

- Respond to questions with, “Sure!” or “Of course!” followed by a response
- Describe yourself in a positive way
- Avoid downplaying your experiences
- Smile and laugh occasionally



HOW TO ANSWER ANY INTERVIEW QUESTION

- Stay focused
- Answer honestly
- Use adjectives with caution
- Integrate the company's guiding principles into your responses
- Incorporate keywords from the job description into your responses

ADDRESSING WEAKNESSES

Identify potential weaknesses in your background and address them proactively

- Show how your experiences and knowledge will allow you to do the job
- Show what you will do in areas where you are lacking



TELLING STORIES

Storytelling is an especially powerful communication tool

- Build a narrative about your life
- Go beyond basic information; show the strategy and reasons behind your choices
- Piece together a narrative about your past and future and how the job opening fits into that narrative



INTERVIEW PREPARATION FOR NON-NATIVE SPEAKERS

- Speak clearly and slowly
- Present your answers in an organized way
- Say enough, but not too much in your response
- Talk through common interview challenges. You could say:
 - *“Please give a moment. I know I was going somewhere with that.”*
 - *“Can you please remind me of what you asked?”*
 - *“I’m not sure I understand you. Would you mind asking that in another way?”*

USING LANGUAGE TO CONVEY CONFIDENCE

Conveys Confidence

- Admitting when you have made a mistake; showing what you learned
- Praising others you have worked with
- Speaking up for what you want and need
- Asking questions

Conveys a Lack of Confidence

- I think
- It's probably
- I just feel
- I hate to ask, but
- It sort of/kind of



CHECKING FOR SIGNS OF COMPREHENSION

Your interviewer understands you if they:

- Nod their head
- Smile
- Say “uh-huh”
- Give another positive signal

Your interviewer is confused if they:

- Furrow their brow
- Tilt their head as if they're straining to hear you
- Appear lost or concerned

INTERVIEW CHALLENGES AND SOLUTIONS

Practice for your interview with a native English speaker

- Don't forget to switch to the past tense when talking about previous experiences
- Visit www.youenglish.com to listen to native English speakers saying difficult words
- Seek out an English teacher or communications professional
- Immerse yourself in English as much as possible

LEARNING RESOURCE

Learn how to answer interview questions by tuning into my free Express to Impress Podcast on my website or an app:

express-to-impress.com/podcast



**EXPRESS TO
IMPRESS** WITH
KRISTINE



ASKING QUESTIONS

Find out if the job is right for you

- Bring a list of pre-prepared questions that you can reference
- Ask questions that come to you during the interview





RECOGNIZING TIME RESTRAINTS

- You won't always have much time for questions
- Pay attention to the interviewer's cues about time
- If there is not enough time for more questions, let them know you do have more questions, but you want to be respectful of their time



“Successful people ask better questions, and as a result, they get better answers.”

- Tony Robbins, Speaker, Author, & Coach

