



Marcela Moschovich
Beyond Business English



Be



Prepared!

**המדריך להכנה
לראיון עבודה באנגלית**



How to Prepare for a Job Interview in English

Thinking about what you want to say and learning how to say it will allow you to **focus on the interview** itself and ***not on how to say what you want in English.***

In this guide, I will share with you an interview framework that will help you prepare to interview in English. Topics include:

- Preparing for an interview – the basics in any language
- Understanding what makes you great – know what to say
- Introducing yourself ...tell me about yourself
- Identifying potential questions
- Preparing answers
- Useful interview phrases

Preparing for an interview - The basics in any language!

- 1) Research the company
 - **Tip:** Identify any potential questions/comments about the company you can incorporate throughout your interview
- 2) Try to find out who will interview you and Google them
 - **Tip:** Check the interviewer's LinkedIn and see if you can find a common connection.

Understanding what makes you great – know what to say

- 1) Think about what you do well.
 - **Tip:** Think about the feedback you received from your managers, co-workers, clients.
- 2) Identify career “winning moments”
 - **Tip:** Think about “winning moments” as the times in which your amazing job contributed to the success of the project, the team, the company, etc.
- 3) Think about the skills that helped you achieve your winning moments. Choose 3-5 skills you believe make you unique among your colleagues. These are your top selling points.
- 4) Think about how to tell the story of your winning moments. Make sure the stories reflect your top selling points.
 - **Tip:** You will be able to “pull” from these stories to answer questions about your performance.



Introducing yourself ...Tell me about yourself

When you are asked to talk about yourself, **don't summarize your CV!** Instead, use this template to answer:

- Your name (if needed)
 - **Tip:** Don't add anything personal if you are interviewing for a global company, especially if the interviewer is not Israeli.
- Your profession
- A summary of key experience and top skills relevant to the job you are applying to. Must be sharp, focused and concise.
- End with a personal statement about why you like what you do, what you believe in, how you can contribute to the new role

Sample answer:

My name is Yonatan, I'm a Finance Professional, specializing in Capital Markets. I have worked in this field for more than 15 years and have extensive experience managing investment portfolios between 2-5 million shekels. I really enjoy knowing I contributed to the financial future of my client's family by increasing their wealth.

Identifying Potential Questions

In addition to the technical knowledge and experience required, the job description lists the skills the hiring manager is looking for and what the ideal candidate will be like.

Common skills include decision-making and problem-solving, leadership, motivation, communication, interpersonal skills, planning and organization, critical thinking skills, team building, and the ability to influence others.

- **Tip:** Think about the questions the interviewer might ask to assess your fit for the job and consider you a top candidate for the position.



Sample questions

- Give an example of a goal you didn't meet and how you handled it.
- Give an example of a goal you reached and tell me how you achieved it.
- Describe a stressful situation at work and how you handled it.
- Tell me about how you worked effectively under pressure.
- Have you ever made a mistake? How did you handle it?
- How did you handle meeting a tight deadline?
- Give an example of how you set goals and achieve them.
- Have you had to convince a team to work on a project they weren't thrilled about? How did you do it?
- Have you handled a difficult situation with an employee or co-worker? How?
- Share an example of how you were able to motivate employees or co-workers.
- Have you handled a difficult situation with a client or vendor? How?

Preparing answers

- 1) Remember the stories you developed earlier? Choose one of the stories and write some bullet points for your response.

➤ **Tip:** You can write full sentences to practice, but don't memorize them! You might forget a few words in the middle of the interview because of the pressure. Instead, use the bullet points/expressions you prepared. It's OK if what you say comes out slightly different each time.

- 2) Structure your answers using the CAR approach:



Section	What to say?	Tip
C – Context	give the background concisely	Give just enough information for the interviewer to understand what you were facing
A – Action	what you did	Don't say "we" – say "I"
R – Result	what happened based on the actions you took	Talk about how it contributed to your company (e.g., time saved, an increase in revenues, etc.)

Sample Answer:

Q: Tell me about how you worked effectively under pressure.
<i>C - I had been working on a key project that was scheduled for delivery to the client in 60 days. My manager came to me and said that we needed to speed it up and be ready in 45 days, while keeping our other projects on time.</i>
<i>A - I made it into a challenge for my staff, and we effectively added just a few hours to each of our schedules.</i>
<i>R – We got the job done in 42 days by sharing the workload. Of course, I had a great group of people to work with, but I think that my effective allocation of tasks was a major component of the success of the project.</i>

Examples of measurable results:

- I improved the process, leading to a 10% increase in the number of units manufactured each month, which led to an X increase in quarterly company sales
- By reprioritizing our goals, I was able to reduce budget costs by 30%



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Preparing questions for the interviewer

Many times, the interviewer will close the interview asking if you have any question for them!

- Tip: Don't ask questions that can be easily answered with a bit of preparation on your side! Do your homework before the interview and research the company (their website, press releases, news about the company and its leadership team, etc.)

Sample questions for the interviewer – pick the ones most appropriate based on their role (i.e., HR, hiring manager, team lead, etc.)

- What do you think will make a person successful in this job?
- How do you evaluate success in this role?
- What is the company culture like?
- What is the team like?
- How do you see the company growing over the next few years?"
- What do you like the most about working here?
- What's one of the most interesting projects or opportunities that you've worked on?
- Is there anything that makes you doubt I would be a great fit for this position?
- What are the next steps in the hiring process?

Keys for success

- ✓ Think about what YOU want the interviewer to know/remember about you – and say it!
- ✓ Prepare with enough time to feel comfortable
- ✓ DON'T memorize answers. Instead, develop bullet points to capture the main ideas
- ✓ Practice, practice, practice

Would you like to prepare and practice with me?

Call me (054) 726 9221



Useful phrases - Talking about your background

I worked FOR ... <company name> in the ... <division/department>	<i>I worked for IBM, in the Marketing department.</i>
I was responsible FOR ... (verb-ING)	<i>I was responsible for managing our marketing in social media channels.</i>
I was in charge OF	<i>I was in charge of all social media posts and ads.</i>
My job involved ... (verb-ING)	<i>My job involved researching new media tools and making new channel recommendations.</i>
I specialize IN	<i>I specialize in Social Media Marketing.</i>
I have been working in (Present Perfect Progressive)	<i>I have been working in Marketing since I graduated from university.</i>
I have worked in... (Present Perfect)	<i>I have worked in this company for the last 10 years.</i>
I worked at ... (Past Simple)	<i>I worked at Macy's until 2018 and then moved to American Eagle in 2019.</i>

Useful phrases - Asking for clarification

- Could you say that again, please?
- Sorry, I didn't quite hear what you said.
- Could you repeat that please?
- Do you mean...?

GOOD LUCK!!



כיצד להתכונן לריאיון עבודה באנגלית

אם תחשבו על מה שאתם רוצים להגיד ותלמדו כיצד להגיד את זה, תוכלו להתמקד בריאיון עצמו מבלי לחשוב על איך להגיד זאת באנגלית.

במדריך זה אחלוק אתכם מסגרת הכנה לראיונות שתסייע לכם להתכונן לריאיון באנגלית. הנושאים שנטפל בהם כוללים כדלקמן:

- הכנה לקראת ריאיון – דברים בסיסיים בכל שפה
- הבנה של מה שהופך אתכם לגדולים – דעו מה להגיד
- הצגה עצמית... ספרו לי על עצמכם
- הכנת תשובות
- משפטים מועילים בראיונות

הכנה לריאיון – דברים בסיסיים בכל שפה!

(1) עשו מחקר מקדים על החברה

◀ **טיפ:** זהו כל שאלה/הערה אפשרית אודות החברה שתוכלו לשלב לאורך הריאיון

(2) נסו לברר מי המראיין/ת שלכם וחפשו מידע עליהם ב-Google

◀ **טיפ:** בדקו את עמוד ה-LinkedIn של המראיין/ת וחפשו קשרים משותפים איתו/ה

הבנה של מה שהופך אתכם לגדולים – דעו מה להגיד

(1) חשבו על מה שאתם הכי טוב

◀ **טיפ:** חשבו על המשוב שאתם מקבלים ממנהלים, עמיתים לעבודה, או לקוחות

(2) זהו "רגעי ניצחון" בקריירה שלכם

◀ **טיפ:** חשבו על "רגעי ניצחון" ככאלה בהם העבודה המדהימה שלכם תרמה להצלחת הפרויקט, הצוות, החברה וכו'

(3) חשבו על המיומנויות שסייעו לכם להגיע לרגעי הניצחון. בחרו ב-3-5 מיומנויות שלדעתכם מבדילות אתכם מעמיתים. מיומנויות אלה הן היתרונות הטובים ביותר שלכם

(4) חשבו על הדרך לספר את סיפור רגעי הניצחון שלכם. ודאו שהסיפורים משקפים את היתרונות הטובים ביותר שלכם

◀ **טיפ:** תוכלו "למשוך" מידע מסיפורים אלה כדי לענות על שאלות לגבי הביצועים וההישגים שלכם



הצגה עצמית – ספרו לי על עצמכם

כשתתבקשו לדבר על עצמכם, **אל תסכמו את קורות החיים שלכם!** במקום זאת, השתמשו בתבנית שלהלן כדי לענות על השאלה:

- השם שלכם (אם צריך)
- **טיפ:** אם אתם מתראיינים לחברה בינלאומית, אל תוסיפו שום מידע אישי, במיוחד עם המראיין/ת אינו/ה ישראלי/ת
- המקצוע שלכם
- סיכום של הניסיון העיקרי והמיומנויות החשובות ביותר שלכם
- סיימו עם הצהרה אישית לגבי מדוע אתם אוהבים את מה שאתם עושים או מה הדברים שאתם מאמינים בהם

תשובות לדוגמא:

My name is Yonatan. I'm a Finance Professional, specializing in Capital Markets. I have worked in this field for more than 15 years and have extensive experience managing investment portfolios between 2-5 million shekels. I really enjoy knowing I contributed to the financial future of my client's family by increasing their wealth.

זיהוי של שאלות אפשריות

בנוסף לדרישות בנוגע לידע הטכני ולניסיון, תיאור המשרה מפרט את המיומנויות שהמנהל האחראי מחפש אצל העובד – מהו המועמד האידיאלי למשרה.

המיומנויות הנפוצות כוללות כישורי קבלת החלטות ופתירת בעיות, מנהיגות, מוטיבציה, תקשורת, כישורים חברתיים, תכנון וארגון, חשיבה ביקורתית, בניית צוותים והיכולת להשפיע על אחרים.

• **טיפ:** חשבו על השאלות שהמראיין/ת עשוי/ה לשאול כדי להעריך את ההתאמה שלכם למשרה ולהחשיב אתכם כמועמדים עדיפים

שאלות לדוגמא:

- Give an example of a goal you didn't meet and how you handled it.
- Give an example of a goal you reached and tell me how you achieved it.
- Describe a stressful situation at work and how you handled it.
- Tell me about how you worked effectively under pressure.



- Have you ever made a mistake? How did you handle it?
- How did you handle meeting a tight deadline?
- Give an example of how you set goals and achieve them.
- Have you had to convince a team to work on a project they weren't thrilled about? How did you do it?
- Have you handled a difficult situation with an employee or co-worker? How?
- Share an example of how you motivated employees or co-workers.
- Have you handled a difficult situation with a client or vendor? How?

הכנת תשובות

1) זוכרים את הסיפורים שפיתחתם בשלב מוקדם יותר? בחרו אחד מהם וכתבו מספר נקודות שישמשו כתשובה.

◀ **טיפ:** תכתבו משפטים לתרגול אך אל תשננו אותם. מספיק שתזכרו את הביטויים והרעיון העיקריים שבהם. ככה תוכלו להעביר את המסר בצורה נכונה אך מבלי להילחץ במידה שלא תזכרו את המשפט מילה במילה.

2) בנו את התשובות שלכם תוך שימוש בגישת CAR המדגישה הקשר-פעולה-תוצאה:

סעיף	מה להגיד?	טיפ
C – Context (הקשר)	תנו את הרקע בצורה מתמצתת	ספקו רק מידע שיספיק כדי לאפשר למראיין/ת להבין עם מה התמודדתם
A – Action (פעולה)	מה עשיתם	אל תגידו "אנחנו" – תגידו "אני"
R – Result (תוצאה)	מה קרה בפועל, על הבסיס הפעולות בהם נקטתם	ספרו על התרומה הממשית של הפעולות הללו לחברה שלכם (לדוגמא, חסכון בזמן, הגדלת הכנסות, וכו')



תשובה לדוגמא:

Q: Tell me about how you worked effectively under pressure.

C - *I had been working on a key project that was scheduled for delivery to the client in 60 days. My manager came to me and said that we needed to speed it up and be ready in 45 days, while keeping our other projects on time.*

A - *I made it into a challenge for my staff, and we effectively added just a few hours to each of our schedules.*

R - *We got the job done in 42 days by sharing the workload. Of course, I had a great group of people to work with, but I think that my effective allocation of tasks was a major component of the success of the project.*

דוגמאות לתוצאות מדידות:

- I improved the process, leading to a 10% increase in the number of units manufactured
- By reprioritizing our goals, I was able to reduce budget costs by 30%.

הכנת שאלות למראיין/ת

לעיתים קרובות, המראיינים יסיימו את הריאיון בכך שישאלו אם יש לכם שאלות עבורם!

⏪ **טיפ:** אל תשאלו שאלות שאתם יכולים לענות בקלות תוך הכנה קצרה מצדכם! עשו שיעורי בית לפני הריאיון וחקרו על החברה (אתר האינטרנט שלה, הודעות לעיתונות, חדשות אודותיה וצוות המנהלים שלה, וכו')

שאלות לדוגמא עבור המראיין/ת:



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- What do you think will make a person successful in this job?
- How do you evaluate success in this role?
- What is the company culture like?
- What is the team like?
- How do you see the company growing over the next few years?"
- What do you like the most about working here?
- What's one of the most interesting projects or opportunities that you've worked on?
- Is there anything that makes you doubt I would be a great fit for this position?
- What are the next steps in the hiring process?

מפתחות להצלחה

- ✓ חשבו על מה שתרצו שהמראיין/ת י/תדע או י/תזכור עליכם – ואמרו זאת!!
- ✓ הכינו את עצמכם מספיק זמן מראש כדי להרגיש בנוח
- ✓ אל תלמדו תשובות בעל-פה. במקום זאת, הכינו רשימה של נקודות עיקריות שמשקפות את הרעיונות המרכזיים
- ✓ תרגלו, תרגלו, תרגלו

בהצלחה !!!

מוכנים לתרגל? התקשרו אלי למספר 726 9221 (054)



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prepared.co.il



mosmarcela



משפטים מועילים – כשמדברים על הרקע התעסוקתי שלכם	
I worked FOR ... <company name> in the ... <division/department>	<i>I worked for IBM, in the Marketing department.</i>
I was responsible FOR ... (verb-ING)	<i>I was responsible for managing our marketing in social media channels.</i>
I was in charge OF	<i>I was in charge of all social media posts and ads.</i>
My job involved ... (verb-ING)	<i>My job involved researching new media tools and making new channel recommendations.</i>
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I have been working in (Present Perfect Progressive)	<i>I have been working in Marketing since I graduated from university.</i>
I have worked in... (Present Perfect)	<i>I have worked in this company for the last 10 years.</i>
I worked at ... (Past Simple)	<i>I worked at Macy's until 2018 and then moved to American Eagle in 2019.</i>

משפטים מועילים – בקשה להבהרה

- Could you say that again, please?
- Sorry, I didn't quite hear what you said.
- Could you repeat that please?
- Do you mean...?