

KEY PHRASES FOR INTERVIEWS

A book from the series *Effective Communication* by



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1. INITIAL EXCHANGES

1.1. Welcome

- Will you please come in?
- Can you come in, please
- Please come in ... *Mr/Mrs/Miss/Ms....*
- Good morning, it's *Mr/Mrs/Miss/Ms....* isn't it?
- Come in and take a seat, please
- Do come in, please sit down
- Good to see you, thanks for coming to the interview today
- Nice to meet you, welcome to (*Company Name*)
- How do you do – I'm pleased to meet you

1.2. Introductions

- Let me introduce you to (*the interview panel*) – I am... /on my left is/ and on my right...
- This is ...
 - He's in charge of
 - She's responsible for
 - He's head of...
 - She would be your line manager
- I'm (*NAME*) and I'm (*POSITION*) in the company
- You spoke to him/her/me on the telephone
- It was me you spoke to on the phone last week
- Hi, I'm (*NAME*) and I'll be interviewing you today
- On the panel with me today is/are(*NAME/s & POSITION/s*)

1.3. Smalltalk

- How are you today?
- It's a beautiful/terrible... day/morning/afternoon/evening
- Isn't this great/awful weather we're having?
- Please take off your overcoat/coat – make yourself comfortable
- Let me take your coat
- Did you have any problems finding us?
- Any problems with your journey?
- How was your journey?
- You found your way all right then?
- I trust we haven't kept you waiting too long
- Have you had a coffee?
- Would you like a coffee/drink before we start?

2. STARTING THE INTERVIEW

2.1. Setting the scene

- Before we go into detail....
- Before we begin...
- Let me first of all tell you a little about our company
- I'd like to tell you a little about the job/position you are applying for
- As you know this is a preliminary interview /follow-up interview / final interview
- I'm going to first of all tell you what to expect day
- We are interviewing (*x number*) of candidates today for this post
- The interview will last about....(*length of time*)
- After we finish the formal interview we'll...
- Sorry to have kept you waiting – we're overrunning a little

2.2. Getting started

- Let's begin by telling you ...
- Let's begin by asking you ...
- I'll begin by asking you...
- Shall we begin by...?
- Shall we start by...?
- Don't be nervous, this interview gives us the chance to get to know you and for you to get to know us
- Right perhaps we should begin now
- We've got a lot of people to see today, so let's begin
- We've got copies of your CV in front of us
- Okay then, let's get started

3. ABOUT YOUR CV

3.1. Personal details

- Let's just run through your CV together
- I'd just like to ask you a few questions about...
- Can you please confirm that your full name is, please?
- Can you just confirm your age and date of birth for me, please?
- So, I see you're single/married/divorced
- You have.... children I see, – how old are they?
- How long have you lived in.....?
- I see you have..... nationality
- Where were you born?

3.2. Educational background

- What were your favourite subjects at school?
- Why did you choose to do...?
- What was your least favourite subject and why?
- What are your best/worst memories of school?
- Why did you choose to go to X University?
- What would you say were the main things you gained from your education?

3.3. Work Experience

- Tell me about your work experience at/with...
- Why did you move from X to Y?
- There is a gap between your jobs at X and Y. What were you doing?
- What did you learn from your experience at...?
- What were your main duties and responsibilities at...?

3.4. Outside interests

- What are your main hobbies and interests away from work?
- I see you play/do... Tell me why you like it
- Do you think it's important to have outside interests?
- Explain to us what you gain from this activity/sport/interest

3.5. Other qualifications and training

- What other qualifications or training have you had since school/college/university?
- What in-company/in-house training have you had?
- Tell me about this course you took ...
- Why did you do this course?
- What benefit did you get from doing this qualification?

4. DESCRIBING YOUR PRESENT OR LAST JOB

4.1. Asking you to describe

- Can you tell me a little bit about your current/last job?
- First of all, what do/did you work as?
- What do/did your responsibilities include?
- What sort of problems do/did you deal with on a day-to-day basis?
- What were your expectations for this job and to what extent have they been/were they met?
- What was/is your biggest accomplishment/failure in this position?
- What else does/did your job involve?
- Do/did you have to produce any reports?
- Do/did you ever attend meetings?
- What's your current/past salary?
- Describe a typical week
- What did/do you dislike/like about your last/present job
- How do you/did you handle stress or pressure?
- What do/did you find the most difficult decisions to make?
- Why do you want to move from your present job?

4.2. Responding

- Certainly, what would you like to know?
- I'm/I was responsible for.....
- I have been in the XY industry/business for the past (*number of*) years
- My most recent experience has been...
- One reason I enjoy this business is....
- In my last job I...
- My real strength is my...
- What I'm looking for now is...
- An example of a difficult decision I had to make is/was.....
- I solved this particular problem by...
- I'm looking for a bigger challenge to grow my career
- I'm interested in a new challenge and an opportunity to use my skills in a new environment
- I'm interested in a job with more responsibility
- This position seemed to be an excellent match for my skills and experience
- I've decided that I'd like to change my career direction because....

*** Regardless of why you left, never speak badly of a previous employer. The interviewer may think that you will do the same with his company the next time you are looking for a new job. ***

5. QUESTIONS TO ASK

The interviewer asks: "Do you have any questions for me?"

Here are some examples of good questions you could ask:

I'd like to ask you...

Can you please clarify for me....?

Could you tell me...?

5.5. About the company

- Why did you (*the interviewer*) choose this company?
- What is the organisation's culture?
- What do you think I can bring to this company to add value?
- How do you see me benefiting the company?
- When key people leave the company, why do they leave and where do they usually go?
- What are the company's long and short-term goals?
- What do you think gives this company an edge over its competitors?
- What is the work environment like?
- Why do you [*the interviewer*] enjoy working for this company?
- Can you please tell me how the role relates to the overall structure of the organisation?"
- You have recently introduced a new product/service/division/project; how will this benefit the organisation?
- What are the most important issues that you think your organisation will face?"
- Which technologies do you see the company adopting over the next few years?
- Which direction is your company moving in?
- Who are your main/clients/customers/suppliers?

5.6. About the job

- What are the most important skills for the job?
- What are the most enjoyable and the least enjoyable aspects of the role?
- What would I have to accomplish in this job to be considered first-rate?
- What would my first project be if I'm recruited?
- What exactly are the job responsibilities?
- Who will I report to?
- Who will I be working with? How experienced are they?
- How much of my time would be spent on...?
- Do you have any doubts about whether I am suited to this position?"
- Will I be required to travel at all in this post?

5.7. About Training and Progression

- Are continuing education and professional training important to the company?
- In what way is performance measured and reviewed?
- What are the opportunities for training and professional development?
- How do you monitor progress?
- Who in the company would review my performance? When?
- How is training organised?
- What provision do you make to keep IT/Other skills up-to-date?
- What would you expect me to have achieved in the first six months?
- What opportunities are there for progression in this company?
- What type of salary growth and promotion opportunities does this position and the company offer?
- If I'm as successful in this position as I should be, what might I be doing after a year? After two years?

5.8. About the next step of the recruitment process

- When can I expect to hear from you?
- When will you decide on this appointment?
- When are you looking for your new employee to start?
- When will a decision be made on the successful candidate?
- What is the next step in your recruitment process?
- May I contact you if I have other questions?
- How will you contact me?
- How should I contact you?

So next time, there's no excuse to say "no."

*** Remember, when you are talking to a prospective employer you want to come across as intelligent, positive and as interested as you possibly can. ***

6. ANSWERING QUESTIONS

6.1. Commonly asked questions

6.1.1. About the job, the company or the industry

- Why are you interested in this job/company/industry?
- What do you know about this company/industry?
- Why do you want to work here?
- Which technologies have you used, or do you know that would be particularly relevant for this job?
- What else can you bring to this company?
- How do you hope to develop in this role?
- What aspects of the role are of least appeal to you?
- What do you see as the most important current trends in this industry?
- What recent developments in our industry can you comment on?
- What makes you think you would be good in this role?
- What experiences have you in similar roles to this?

6.1.2. About you

- Tell me about yourself
- Why should we recruit you?
- What are your weaknesses/strengths?
- Where do you see yourself in five or ten year's time?
- What makes you the best candidate?
- Do you prefer to work alone or in a group?
- Would you describe yourself as a team player?
- How do you self-motivate or motivate others?
- How do you think other people see you?
- What do you like doing outside of work?
- What do you do in your spare time?

6.1.3. What if...? - Scenarios

- What salary would you expect, if we offered you the job?
- What would you do if you got behind schedule with part, or all, of a project or assignment?
- What would you do if you had to deal with an awkward confrontation with a colleague or client/customer?
- What would you do if your performance was criticised by your manager/ a colleague?

6.2. Tougher questions to answer.

6.2.1. About the job, the company or the industry.

- Describe a project that you have managed.
- Was the project completed on time and on/under budget? Why/Why not?
- What should you have done differently?
- What would you do differently in a similar project?
- Tell me how you handled a confrontation with a co-worker
- Describe a situation in which your work was criticised.
- Tell us about the last time you lost your temper.
- What went wrong in your last job, then?
- Tell me about a disagreement with your current or previous Supervisor. How did you handle it?

6.2.2. About you.

- Describe for us your ethics
- What achievement are you most proud of?
- Would you ever break the rules to get a job done?
- Describe how you motivate your staff or fellow team members.
- How would your staff or team members describe you?
- How would your current Supervisor/Manager describe you?
- How do you react to negativity or gossip from co-workers?
- Tell me about your organizational style/time management style.
- How well do you work with multiple people or vendors?

6.2.3. What if...? - Scenarios

- If you were the boss, what would you change about this company?
- If you found out a co-worker was/is dishonest, what would you do?
- If you were unable to meet a commitment or deadline, what would you do?
- If a customer is disrespectful to you, what do you do?
- If you were unable to resolve a customer/client issue by the date promised because another department did not do its job, what would you do, and what would you say to the customer/client?

6.3. Illegal questions

- Sometimes interviewers ask questions they shouldn't. Usually it's accidental, due to lack of expertise, but occasionally it's deliberate
- What classifies as an illegal question varies from country to country
- As a general rule questions concerning marital status, sexual preferences, ethnic origin, health status or family plans are not allowed
- If the answer to a question could be used to discriminate against you on grounds other than your ability to do the job, it shouldn't be asked. You don't need to answer – but be careful how you do respond – be very diplomatic

6.4. Answering questions

- In thinking of answers to questions, consider what skills and experience are required for the job and what you want to highlight about yourself
- Answers about yourself should be kept fairly brief. Describe your background and emphasise skills and achievements that you feel are relevant to the job
- If the opportunity arises be prepared to demonstrate that you have done your research and know about the job/company/industry/trends
- Try to explain that this job/company is the right environment for you to fulfil your potential
- Emphasise your strengths – show that you have the attributes the company is seeking, for example: flexibility; attention to detail; being a quick learner; a team player; a strong leader.
- Put a positive spin on your weaknesses. Present them as minor flaws that you are aware of and are working to overcome. Give examples of this

7. ENDING THE INTERVIEW

7.1. Closing Questions

- We were very impressed and want to offer you the job.
- We'd like to offer you the job. When can you start?
- If we were to offer you the job, would you accept?
- Are you still interested in this position?
- Is there any other information I can provide to convince you I'm right for the job?
- Is there anything else you would like to ask?
- When/how will you be contacting me?
- How long before you make your decision?
- I'd like to stay in touch and follow-up in a week or two to see where I stand. Should I write or email or call you by phone?

7.2. Closing remarks

- I've been very impressed with the company and the people I've met today
- Everybody's been very helpful and considerate
- From what you've told me and from what I already know, I feel certain that I have the right mix of experience and education to be successful in this position
- I'm sure that with my experience and the training you are offering, I would be a valuable asset to this company very quickly
- I'm sure this role would be very challenging and exciting
- If you were to offer me the job I would have no hesitation accepting
- I'm interested in knowing what the next step in the process is and when you will be making a decision, so that I can follow-up
- Thanks for coming today
- Thanks for your time
- I hope your journey back is okay.
- It's been a pleasure to meet you
- Thanks for your consideration

*** Remember to leave the Interviewer with the right picture of you. The last few minutes of an interview can be vital. To leave a good impression, your final words and gestures should be enthusiastic and confident. Apparent lack of interest or enthusiasm is one of the top reasons that candidates are rejected during the recruitment process! ***

8. FEEDBACK

8.1. Asking for feedback

- It's unusual for candidates to ask for feedback, but it is useful and available.
- Most interviewers are happy to provide feedback on your performance – particularly at the completion of the recruitment process
- Asking for feedback might help if there is a second interview to follow, or an interview for another job
- If you are offered the job knowing your strengths and weaknesses can help in negotiating your salary
- If you don't get the job it's good to know why, so that you don't repeat your mistakes next time
- Phone to arrange a time to discuss your performance
- The key is to listen without getting defensive
- The interviewer is entitled to his/her opinion. To him/her it's fact
- If something doesn't make sense, ask for clarification or an example, but don't reject the feedback
- It's important to accept whatever feedback you are given – even if you disagree
- Don't try to change their mind – you won't – but try to leave a good impression – another job may come up in the future with this company/organisation

8.2. Self analysis

- Review your own performance after the interview
- Self analysis helps future performance
- It's important to let go after the interview. It's very stressful to keep thinking 'if only...I wish I had...'
- Learn from the interview by asking yourself the following questions:
 - What went well, in general?
 - What would I do differently next time?
 - How did I relate with the interviewer, and he/she to me?
 - What changes should I make in my preparation?
 - What changes should I make in the way I handled the interview?
 - What changes should I make in my thinking processes and feelings?
 - What did I do that was particularly good?
- Write down your answers to help clarify your thinking and let go
- Let go – you can't change what happened, you did your best, so stop worrying about it.
- Worrying won't change anything
- Focus on what went well and have a follow-up strategy to maximise your chances

9. FOLLOW UP

9.1. Follow-up etiquette

- “*Thou shalt always follow-up!*” is the number one commandment, if you want the job
- By following up well you can almost double your chance of getting the job
- The recruitment process doesn’t finish when you leave the interview room
- There are lots of follow-up techniques to use to increase your chance of success
- Following-up gives you the chance to make a ‘second impression’
- The general rule is: follow-up but don’t pester
- It’s a fine line between reminding the recruiter who you are and driving them crazy
- Show keenness – but don’t annoy
- Remember that recruitment often takes longer than companies expect
- Just because you haven’t heard doesn’t mean you’ve been turned down
- It’s up to you to decide whether you write, email or call. Use your judgement to decide which way would work best, taking into account what you know of the interviewer/company

9.2. Follow-up telephone call

- Decide if this is an option from what you learned about the interviewer/company
- Getting in touch with the recruiter gives you a chance to ask questions you may still have about the job
- A follow-up call jogs the recruiter’s memory of who you are
- A follow-up call allows you to address things that didn’t go well during the interview
- The downside is the interviewer may be too busy to take your call

9.3. Follow-up letter or email

- A follow-up letter can be an excellent idea
- The interviewer, after days or weeks of interviewing, can find it hard to recall who said what, so jog his/her memory by writing to say thank-you
- It’s unusual for candidates to bother to say thanks after an interview
- It’s an opportunity to remind the interviewer of your strengths (*subtly*)
- You could add information that was not covered during the interview
- Explain in the letter of thanks that “*you might find the following of interest*”
- Finish the letter in a warm professional way. For example: “*I look forward to hearing from you soon*”
- Make sure that you have correctly spelled the name/s of the person/people you are contacting. Nothing irritates more than a wrongly spelled name!

10. A TELEPHONE INTERVIEW

10.1. Opening

- Hi (*Applicant name*), this is (*Interviewer name*) calling from XY Company in XY town. I'm calling regarding your application for the post of with us.
- I'd like to spend about 10 minutes on the phone with you, asking some preliminary questions
- Is this a good time to talk, or could I arrange a time to call you back?
- Thank you for replying to our advertisement
- Thanks for sending us your CV/Application form
- We've received your application for the post of....
- I'd just like to clarify a few points with you
- I'd just like to have an informal chat with you today

10.2. Closing

- Thanks for spending time with me today
- We'll be in touch by letter/email/phone before the(*date*)
- We'll confirm the interview date by letter/email/phone before the(*date*)

10.3. Responses

- I'm pleased to hear from you. I'm free until..... Is that sufficient time, or can I call you back later this afternoon?
- Of course, I'm happy to answer any questions you may have
- I enjoyed our conversation and now have a better understanding of the job
- It's been very interesting to talk with you today
- I'd appreciate the opportunity of having a face to face interview
- I'd be interested in an on-site interview
- I'd welcome the opportunity to talk to you again

10.4. Clarification

- I'm not sure that I understood that. Could you repeat it for me?
- I'm sorry, the line is not very clear. Could you say that again, please?
- I'm having trouble hearing you. Can you hear me clearly?

*** Employers often use phone interviews to screen potential candidates in order to narrow the pool of applicants who will be invited for in-person interviews. They are also used as a way to minimise the expenses involved in interviewing out-of-town candidates.*

*Prepare for a telephone interview in the same way as you would for a face-to-face interview. Compile a list of your strengths and weaknesses and answers to a list of typical questions. You may also be asked about your background and skills ***

11. INTERVIEW ETIQUETTE

11.1. First Impressions

- You only get one chance to make a good impression
- Is your appearance professional?
- Are your clothes and grooming professional?
- Is your posture good?
- Don't keep your hands in your pockets and don't fiddle!
- Don't slouch! Make sure you are sitting or standing confidently
- Your handshake is one of the most important parts of a first impression
- Make your handshake firm but not vice-like
- Make good relaxed eye contact with the interviewer
- Smile! A relaxed confident smile is very important (*– it doesn't matter whether or not you show your teeth*)
- If the interviewer is uncomfortable with your penetrating stare or manic grin, you will not make a good first impression
- Practise using the mirror!
- Practise with a friend!

11.2. Interview manners

- It's very easy to offend – make sure you don't!
- Turn up early – but not too early (not more than 15 minutes, not less than 5 minutes)
- Being late is bad manners and can make a prospective employer feel that you would regularly be late or miss deadlines
- Treat everyone with respect – you never know who is involved in the recruitment process!
- It's quite common for receptionists to be asked what they thought about the various candidates
- Watch your manners over lunch or coffee, if you are having an extended interview – you are being watched all the time, not just in the interview room
- Don't get caught unprepared – research the company – it shows you are enthusiastic about the job
- It's bad manners to go for a job interview if you are not actually interested in it
- Be polite and courteous with the interviewer/s – even if you feel there is a rapport, they are not your friends (*yet*)
- Let the interviewer/s take the lead
- Don't be a 'No Show' – if you are not interested turn down the offer of an interview
- If you are going to, or have to, cancel – let them know and your reasons
- It's a small world – your bad manners today can come back to haunt you in the future

11.3. Asking about salary and benefits

- Some things you should never raise during a job interview
- Never ask about salary – you should already know if the job is in the salary range you are looking for
- Don't raise the topic of money unless you are asked by the interviewer
- Leave salary negotiating until you receive a job offer – you will then be more confident and in a stronger negotiating position!
- The job interview is not the time to ask about other benefits either – negotiate after the job offer
- Don't ask about holiday entitlement, maternity leave or sick pay (- these will all be in the Contract of Employment that you are entitled to read before accepting a job offer)
- Don't ask about working hours, overtime or travel benefits – let the interviewer raise these subjects
- Interview expenses are not usually paid, so don't assume they will (– if it concerns you, clarify before accepting the interview appointment)

11.4. What to take with you

- Some people take nothing
- Others turn up with bulging briefcases or worse – overflowing carrier bags
- Bring a copy of your CV or résumé (interviewers sometimes forget!)
- A notepad and pen can be useful – before the interview write down any questions you would like to ask the interviewer
- Briefcase and/or handbag, if it makes you feel more confident
- If you have your mobile phone with you make sure it's switched off
- Never take a voice recorder – it will make the interviewer uncomfortable and suspicious
- You don't need to take references or certificates or anything else with you, unless specifically requested to do so

12. EXAMPLE INTERVIEW DIALOGUE

12.1. Initial exchanges

Interviewer: Miss/Mr X? Will you come in please? Take a seat. It's good to see you. Thank you for coming in to the interview. Now, let me see. You are applying for the vacancy we have for a..... Isn't that right?

Applicant: Yes, that's right

Interviewer: Okay, good. First of all let me introduce myself. I'm (*Interviewer's name*) and I am the Recruitment Manager here at the XY Company.

Applicant: Nice to meet you.

Interviewer: Did you have any problems finding us?

Applicant: No, the directions you gave were great, thanks.

12.2. Starting the interview

Interviewer: Before we begin, let me tell you a little about our company and this post. If you have any questions, please feel free to ask them.

Applicant: Great, I'll do that.

Interviewer: Right then. Have you any questions?

Applicant: Yes, if you could tell me a little more about...

Interviewer: Okay then, if you have no more questions, let's get started. First of all, let's just run through your CV together. Can you please confirm that your full name is, please?

Applicant: Yes, that's right.

12.3. About your CV

Interviewer: Now, I'd just like to ask you a few questions about your education. What were your favourite subjects at school?

Applicant: Well, I loved ... but my best subject was probably...

Interviewer: And why did you choose to go to X University?

Applicant: Well I knew that it had such a good reputation in my field and...

Interviewer: Great, now let's move on to your work experience. What were your main duties and responsibilities at...?

Applicant: My main responsibility was to... but I also had others, which were...

Interviewer: That's fine. Can you tell me why you moved from X to Y Company?

Applicant: Certainly, that was because...

Interviewer: I see. Next, can you tell me about your hobbies and interests? I see that you like to...

Applicant: Yes, that's right. I like to...

Interviewer: Now then, tell me about the training course you took when you worked at... What benefits did you get from doing it?

Applicant: This course benefited me in several ways... Firstly... - secondly...

12.4. About your last/current job

Interviewer: Can we look next at your present/last job in more detail?

Applicant: Of course, what would you like to know?

Interviewer: What sort of problems do/did you deal with on a day-to-day basis?

Applicant: Well, essentially the types of problems I deal/dealt with are/were...

Interviewer: Why do you want to move from your present job?

Applicant: I'm interested in a new challenge and an opportunity to use my skills in a new environment. I'd also like more responsibility.

Interviewer: I understand. So what would you like to know about this company and this job?

12.5. Asking questions

Applicant: Why do you enjoy working for this company?

Interviewer: Well, one of the main reasons I enjoy working here is...

Applicant: Who are your main/clients/customers/suppliers?

Interviewer: Well, our clients come from all over the world, including....

Applicant: What would my first project be if I'm recruited?

Interviewer: Probably your first project after your induction training period would be...

Applicant: If I'm as successful in this position as I should be, what might I be doing after a year?
After two years?

Interviewer: It would be reasonable to expect that you would be...

1.4. Answering questions

Interviewer: Okay, if you have no more questions for now, let's move on. I'd like to ask you some more questions. Firstly, what makes you think you would be good in this role?

Applicant: From what I know and what you've told me, I'm sure I have all the attributes needed to be successful – I'm flexible; I pay attention to detail; I'm a quick learner; a team player; and a strong leader.

Interviewer: Do you prefer to work alone or in a group?

Applicant: I'd say that I am very able to work on my own initiative but am comfortable working in a team and recognise the value of good teamwork

Interviewer: What would you do if your performance was criticised by your manager or a colleague?

Applicant: I'd stay very composed and examine my performance and take on board any constructive criticism. Even if I thought the criticism unjustified I would look to find ways of improving my performance and prove my ability to doubters.

Interviewer: What achievement are you most proud of?

Applicant: Without any doubt, I'd say that the achievement I'm most proud of is...

Interviewer: If you were unable to meet a commitment or deadline, what would you do?

Applicant: I'd hold up my hands and say to my manager or my colleagues: "Look, I'm sorry but I can't get this done, please help me". It would be wrong to try to cover-up; things would only get worse...

12.7. Ending

Interviewer: I haven't any further questions to ask you. Is there anything else you would like to ask before we finish?

Applicant: I'm interested in knowing what the next step in the process is and when you will be making a decision, so that I can follow-up

Interviewer: Well, we'll finish interviewing candidates tomorrow, and hope to make our decision by the end of the week. Then we'll be contacting everyone by the end of the following week. Are you still interested in this position?

Applicant: I'm sure this role would be very challenging and exciting. If you were to offer me the job I would have no hesitation accepting

Interviewer: Okay, that's great. Thanks for coming today. I hope your journey back is okay.

Applicant: Thanks for your consideration. It's been a pleasure to meet you

12.8. Feedback

Applicant: By the way, I'd be very appreciative of any feedback you could give me on my interview performance today

Interviewer: Certainly, I'd be happy to do that after we've completed the recruitment process. Is that okay?

Applicant: Yes, that's great, thank-you. Is it all right if I call you in a week or so to see where I stand?

Interviewer: No problem, please do that.

12.9. Follow-up

Applicant: Oh, hello Mr XY, this is WZ calling. If you recall, I attended an interview with you two weeks ago. You said it would be ok to call to find out how things were progressing

Interviewer: Ah, yes I do remember you. You left a very good impression

Applicant: Thanks, that's kind of you to say

Interviewer: Well, actually I'm just in the process of writing to the candidates and I'm pleased to say we are going to offer you the job, if you're still interested?

Applicant: That's great news. I'm happy to accept. I look forward to receiving your offer letter

Interviewer: Good, I'll be speaking to you again soon. Bye.

Applicant: Goodbye and thanks