

BTSA1_Unit 1: The Job Interview



Job Interview Guide

A job interview can be stressful, but the key is to stay confident and honest about your experience. You should present yourself as a valuable candidate and highlight what makes you unique.



Common and suggested



1. Can you tell me about yourself?

Be ready to introduce yourself clearly and positively. A good first impression is important!

Example:

"My name is _____. I live in _____. My hobbies are _____. I am passionate about _____. I specialize in _____, and I look forward to using my skills in this role."

2. Why are you interested in this job?

Example:

"I am passionate about [topic _____], and this job matches my values of [values _____]. I believe my [skills/experience] can help achieve [goal _____]."

👉 **Tip:** Talk about your motivation, such as a personal experience or passion for the field.

3. What do you like about our organization?

Example:

"I admire how your organization [specific aspect_____]. Your recent [project] caught my attention because [reason_____]. I would be proud to be part of it."

👉 **Tip:** Research the organization's mission and work to show real interest.

4. Have you done volunteer work before? What did you learn?

Example:

"Yes, I volunteered with [organization_____]. I learned [lesson]. For example, while doing [task], I developed [skill_____]."

👉 **Tip:** Even if your experience is different, focus on useful skills like teamwork or problem-solving.

5. How do you handle tasks outside your comfort zone?

Example:

"I try to stay open and willing to learn. When I had to [new task], I [action_____, e.g., asked for advice, researched_____], which helped me succeed."

👉 **Tip:** Show that you are adaptable and eager to grow.

6. Why should we hire you?

Example:

"I believe I can be a valuable asset to your company because of my [skills/experience_____]. I also have [special qualities_____] that make me a strong candidate."

👉 **Tip:** Highlight what makes you different, like special training or strong motivation.

7. What skills or experience do you bring to this role?

Example:

"I have [skills_____, e.g., teamwork, communication, problem-solving], which I developed while working in [experience]. For example, in [situation_____], I [action_____]."

👉 **Tip:** Use examples to show your abilities.

8. Have you worked with diverse groups or in new cultural settings?

Example:

"Yes, in [situation_____], I worked with people from different backgrounds and learned

[lesson, e.g., respect, adaptability]."

👉 **Tip:** Show that you are open-minded and can work with different people.

9. Can you describe a difficult situation you faced and how you solved it?

Example:

"In [situation_____], I faced [challenge_____]. To solve it, I [action_____], which led to [positive result_____]."

👉 **Tip:** Focus on problem-solving and what you learned.

10. How do you handle a task you are not familiar with?

Example:

"I would ask questions to understand better and do my own research to complete it well."

11. How do you work in a team? Can you give an example?

Example:

"I enjoy teamwork and believe communication is important. In [project_____], my team worked towards [goal_____], and I helped by [action_____]. It was a success because [reason_____]."

👉 **Tip:** Show that you communicate well and contribute to the team.

12. What role do you usually take in a team?

Example:

"I usually take on the role of [role_____, e.g., leader, organizer, problem-solver], but I can adapt depending on the team's needs."

👉 **Tip:** Choose a role that fits the job.

13. How would you handle a conflict with a team member?

Example:

"I would stay calm, listen to their point of view, and find a solution. For example, in [situation_____], I [action_____], which helped resolve the issue."

👉 **Tip:** Show good communication and problem-solving skills.

14. What do you hope to contribute and gain from this role?

Example:

"I hope to contribute by [offering skills, support, or ideas]. I also hope to gain [new knowledge, skills, or experiences] that will help me in the future."

Exercise : match the questions

Below are some of the different job interview questions that were scrambled in the previous exercise. Moreover, there is one question related to the MBTI.

Match each question with the corresponding number from the list of common job interview questions.

1. What previous experience do you have for this role?

2. According to your MBTI profile, what is your role? your personality type? your general traits? your strengths? your weaknesses?

3. What do you think are important skills for this job?

4. What motivates you in a job?

5. Do you prefer to work alone or in a team?

6. What do you like most about this company?

7. Do you prefer to work alone or in a team?