

JOB INTERVIEW

Tell me something about you.

My name is (Jan Kowalski) and I live in (Lodz). I'm an (IT specialist) and I have been working **in the field of** (computer science) for over (5) years. I **graduated from** (the University of Warsaw) with a diploma in (Information Technology). I think I'm a good worker and as you can see in my CV I have **cooperated with** many companies so far.

- **in the field of** – w dziedzinie/ obszarze
- **graduate from** – ukończyć (np. uniwersytet)
- **cooperate with** – współpracować z
- **so far** – jak do tej pory

Tell me about your education.

- I have studied at the (University of Lodz) for (5) years. – Studiowałem/am na Uniwersytecie Łódzkim przez 5 lat.
- I have graduated from the (University of Warsaw). – Ukończyłem/am Uniwersytet Warszawski.
- I attended the (University of Lodz). - Uczęszczałem/uczęszczałam na Uniwersytet Łódzki.
- I have completed a course of study in accounting. – Ukończyłem/am kurs księgowości.

Describe your previous experience.

- I have worked as – Pracowałem/am jako... e.g. I have worked as a waitress in the most popular restaurant in Lodz.
- I have experience in the field of... – Mam doświadczenie w dziedzinie... e.g. I have experience **in the field of** marketing.
- My last job involved... – Moja ostatnia praca dotyczyła... e.g. My last job involved answering the phone.
- I have had a job... – Miałem/am pracę... e.g. I have had a job as a chef.

What are your strengths (=positive qualities)?

- ✓ **to be confident** – having belief in yourself, and your abilities
e.g. I'm confident that I would make valuable addition to your team.
- ✓ **to be conscientious** – someone who takes care over work they are given to.
e.g. I'm very conscientious. I take care to make sure I do a good job.
- ✓ **to be diligent** – someone who works hard, and pays attention to what they do.
e.g. I'm a very diligent person. I'm good at applying myself to tasks.
- ✓ **to be easy-going** – someone who is easy to get along with.
e.g. I'm pretty easy-going. I find it easy to get along with people.

- ✓ I'm very **adaptable** and **dedicated** to my work. What is more, I'm really good at **problem-solving** and at the same time I try to **get on with** the team. I use my own initiative and I'm not afraid to make quick decisions while **working under pressure**.
- **adaptable** – potrafiący się przystosować
- **dedicated** – oddany
- **problem-solving** – umiejętność radzenia sobie w trudnych sytuacjach
- **get on with** – mieć dobre stosunki z kimś
- **work under pressure** – pracować pod presją
- ✓ I am a **hard-working** person who learns quickly and is not afraid of new experiences. - Jestem pracowitą osobą, która uczy się szybko i nie boi się nowych doświadczeń.

What are your weaknesses (=faults)?

- ✓ When I'm working on a project, I don't want just to **meet deadlines** (a time or a day by which something must be done). Rather, I prefer to complete the project well ahead of schedule.
- ✓ Being organized wasn't my strongest point, but I implemented a time management system that really helped my organization skills.
- ✓ My weakness is my memory. Sometimes I forget things and have to put little stickies up to remind myself what I have to do.
- ✓ I want my work to be perfect and sometimes I spend too much time checking and improving it.

What will you bring to our company?

I have several strengths I can bring to this job. First of all, my background experience and education are a perfect fit for this position. Second, I have excellent written and oral communication skills. And last, I am very flexible and adaptable to new situations at work.

Why would you like to work for our company?

It has always been my dream to work for such a great company. I know that X is one of the most fast-developing companies in our region. That would be great to **gain experience** and more qualifications in the right place.

- **gain experience** – zdobyć doświadczenie

What motivates you at work?

Definitely **deadlines**. Many people feel under pressure and they are afraid of **failure**, but it works differently **in my case**. I **adore** a situation in which I have to do something on time.

- **deadline** – ostateczny termin
- **failure** – porażka
- **in my case** – w moim przypadku
- **adore** – uwielbiać

How do you cope with teamwork?

I do like being a part of a team. As a team, we are able to achieve more. - Lubię być częścią zespołu. W ten sposób jesteśmy w stanie osiągnąć więcej.

What do you know about our company?

I have heard that your company is a good place to work at, with a lot of friendly and helpful people and opportunities for development.

What do you like doing in your free time?

My hobbies include (riding a bicycle, playing basketball, and jogging).

Where do you see yourself in (5) years' time?

I'd like to work for this company. I'm not this kind of person who likes changes. I **set goals** and **stick to** them. I've heard that your company invests money in the **development** of young and talented people. That's why I think it's the right place for me.

- **set goals** – wyznaczać cele
- **stick to** – trzymać się czegoś
- **development** - rozwój

How much would you like to earn?

I would like to **get paid fairly** for my work so I would like to **receive a salary in the range of** (3500) to (5000) zlotys (**gross**) per month.

- **get paid** – dostać zapłatę
- **fairly** – uczciwie
- **receive** – otrzymać
- **salary** – pensja
- **in the range of** – w przedziale
- **gross** – brutto

- **What are the working hours?** (Jakie są godziny pracy?)
- **Will I be required to work shifts?** (Czy będzie ode mnie wymagana praca na zmiany?)
- **Does the job involve working on Saturdays?** (Czy będę musiał/a pracować w soboty?)
- **Will I be paid monthly or weekly?** (Czy będę wynagradzany/a miesięcznie, czy tygodniowo?)
- **When do I start?** (Od kiedy zacznę?)

- **to graduate from... in... (ukończyć... w...)**

I graduated from Warsaw University in 1990.

- **to be fluent in... (mówić płynnie po...)**

I'm fluent in English.

- **to have experience in... (mieć doświadczenie w...)**

I have considerable experience in sales.

- **to apply for the post/position of... (ubiegać się o stanowisko...)**

I would like to apply for the position of kitchen helper.

- **to be eager to do sth (chętnie coś robić)**

I am eager to learn.

- **to handle stress (znosić stres)**

I handle stress easily.

- **to perform well under pressure (dobrze sobie radzić w warunkach stresu / pod presją czasu)**

I perform well under pressure.

- **to be good at... (być dobrym w...)**

I'm good at resolving difficult situations.

- **to meet the challenge (sprostać wyzwaniu)**

I am sure I'll meet the challenge.

- **to apply for the post/position of... (ubiegać się o stanowisko...)**

I would like to apply for the position of kitchen helper.

- **to wait for one's decision (czekać na czyjąć decyzję)**

I'm waiting for your decision.

- **I have read your advertisement in (newspaper) of (date) for the (position / vacancy) of (job) in your _____ Department and I am interested in applying for the post.** - Przeczytałem/am ogłoszenie o pracę na stanowisko pracownika biurowego w gazecie El País z dnia 20 marca i jestem zainteresowany/a ubieganiem się o tę pracę.

I read your advertisement in El País of 20th March for the position of office worker in your Purchasing Department and I am interested in applying for the post.