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Hello everyone!

Today's topic is "Social Skills for American Job Interviews"

Do you know how to prepare, talk and dress for an interview?

Activities:

1. What social skills do you need for Job Interviews?
2. The three types of job Interviews – what is your experience?
3. Interview basics



# What social skills do you need for job interviews?

- Small Talk
- Time Management
- Grooming and Dress Codes
- Body Language

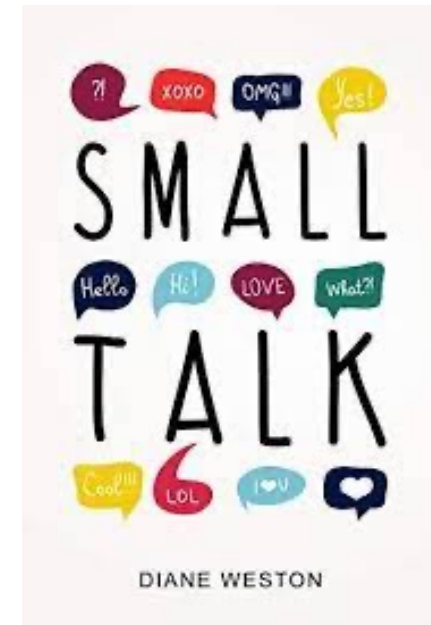


# Small Talk

Your interviewer may begin the interview by engaging in *small talk*.

Be prepared to answer:

- Hello, thank you for coming in.  
*My pleasure; thank you for inviting me for an interview.*
- Hello, how are you?  
*Very well, thank you. And you?*
- Hello. Nice to meet. How has your day been going?  
*Great; I'm excited to be here.*



*Small Talk exchanges are positive, friendly and **brief**.*

# Time Management

During the interview you will be evaluated on how you can manage your time.

- Arrive a few minutes early.
  - Do not be even one minute late!
- Be mindful of the time allotment (usually you will be told how long the interview will last).
  - Glance at your watch or a clock nearby.
  - Do not go over the time limit.



*Punctuality is important!*

# Grooming and Dress Codes

- First impressions count – a lot!
- It takes less than 30 seconds for the interviewer to form a positive or negative opinion of you.

During this short time the interviewer will make crucial determinations about you:

- your likeability
- your trustworthiness
- how aggressive or passive you seem
- how well you would fit in with others on the team
- **whether or not they are inclined to want to hire you!**

**YOU HAVE 30 SECONDS TO  
MAKE A GOOD  
IMPRESSION**

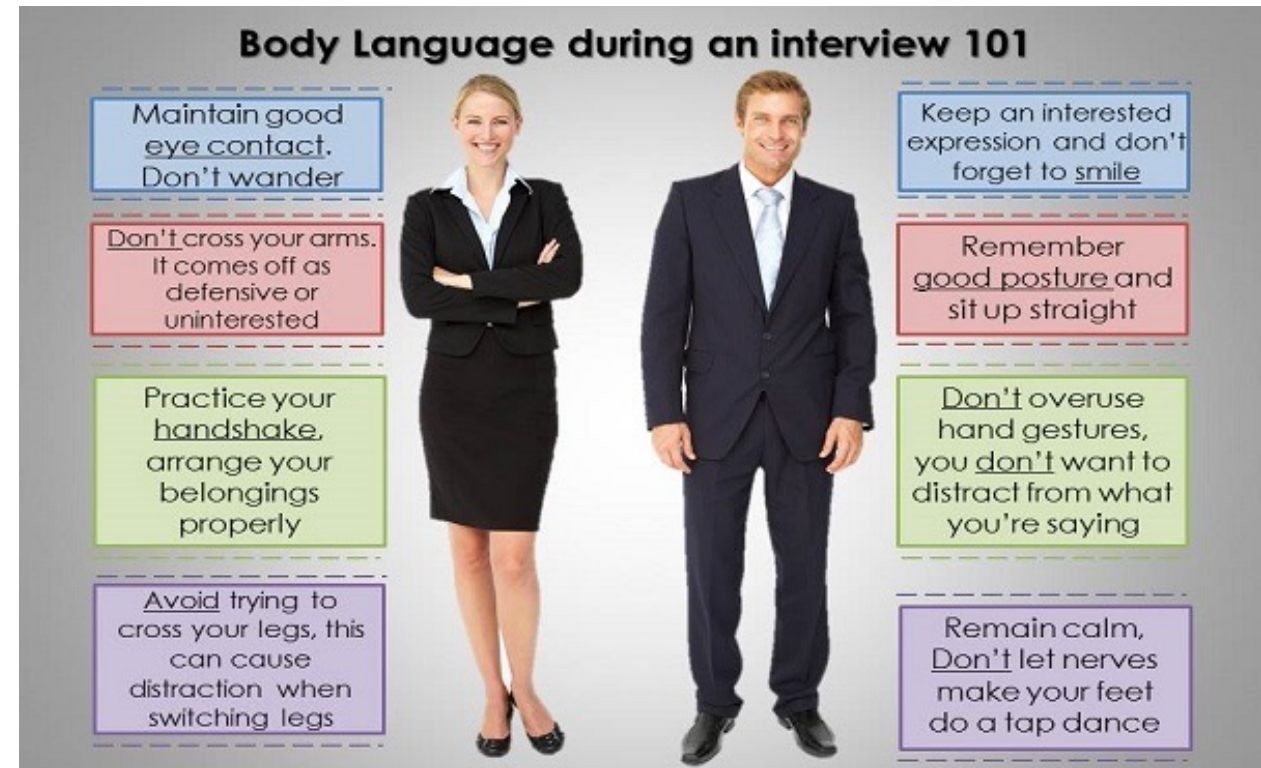


# Body Language

- Your nonverbal signals are a huge part of the impression you convey.
- Over 50% of communication is through body language and how we look.
- Try to exude energy and positivity.

*Be aware of presenting positive non-verbal cues:*

Handshake (in-person interview)  
Personal space (in-person interview)  
Smile  
Eye contact  
Facial expressions  
Posture  
Attentive



# The Three Types of Job Interviews

1. Telephone screening interview
2. Virtual interview (Zoom, Google Meet, etc.)
3. In-person interview

# What is a “Telephone Screening Interview”?

- Often a first step in the hiring process.
- A meeting set up between an employer and a job applicant.
- The meeting is over the telephone on a specific date and time.
- The interview usually last just a few minutes.
- If you “pass’ the phone interview, you will be invited to the next step in the interview process, usually an in-person meeting.





# What is the Purpose of the “Telephone Screening Interview?”

- Determine if you have the right qualifications.
- Find out how interested you are in the job.
- Find out your availability.
- Figure out how well you would fit in with the company.
- Allow the company to narrow down the pool of applicants.

# The Virtual Interview

- Conducted live on a virtual platform such as Zoom, Google Meet, etc.
- Often a “group interview” – more than one person will be on the call.
- Often “scripted” – you will be asked a series of questions that are presented in a slide format.
- Often there is a set time limit (ex. 30 minutes).
- Little opportunity for a two-way conversation. It’s a “stand and deliver” format.



# The In-person Interview

- You are invited to the organization to be interviewed by one or more employees.
- You will be asked a series of questions about your qualifications and interest in the position. (“behavioral” and “situational” interview questions are very popular!)
- It is your opportunity to ask questions about the position and the organization.
- You have a better chance to have a meaningful conversation and make a positive impression than in the telephone screening interview or virtual interview.



# Interview Basics

## Top Five Interview questions:

1. Tell me about yourself.
2. Why are you interested in this job?
3. What are your strengths?
4. What are your weaknesses?
5. Why should we hire you?



## Other common interview questions

- How do you mitigate your weaknesses?
- How would your boss (or co-workers) describe you?
- What is your biggest accomplishment?
- What is your biggest failure?
- Describe your management style
- Tell me about a time when . . .
  - You took the initiative to improve something
  - You overcame a challenge at work
  - You disagreed with your boss
- What are your career goals?
- Do you have any questions for me?

# Illegal Interview Questions

*Questions barred by the US EEOC (Equal Employment Opportunity Commission).*

- How old are you?
- Where were you born (birthplace, country of origin)?
- Do you have a disability?
- What is your gender or sexual orientation?
- Are you married?
- Do you have children?
- Are you pregnant? Do you plan to have children?
- What is your race (color, or ethnicity)?
- What is your religion?



# Interview Basics

## Tips for a Successful Interview

***Before*** the interview:

- Research the company – mission, goals, financials, etc.
- Know the interviewer's name, spelling, and pronunciation.
- Research the person(s) you will interview with – Google, LinkedIn, Facebook, etc.
- Research common interview questions and prepare your answers.



# Interview Basics

## Tips for a Successful Interview

*During* the interview:

- Be on time.
- Greet the interviewer with a handshake and a smile.
- Be aware of your body language (present a positive image!).
- Bring your resume (or have it nearby in a virtual interview).
- Bring the job listing requirements and qualifications (or have nearby in a virtual interview).
- Have some questions of your own prepared in advance.
- Have a reliable pen and a small note pad with you.
- **Sell yourself! This is not a time to be modest.**





## After the Interview

- Should I send a thank you?
- How long to wait for a decision?



## Questions for Discussion

1. What is the worst job interview experience you have ever had?
2. What is the best job interview advice you have ever received?
3. What is one English job interview question that makes you super nervous?