



## A Job Interview Part 1 (Adv.)

### **About this lesson**

In this lesson, you'll learn:

- How to identify what questions employers often ask prospective employees
- How to use very common "interview buzzwords"
- How to recognize what metrics American employers use to hire and assess employees
- How to recognize common characteristics of American business culture

### **Tell me about your experience...**

Tell me about your experience with this company.

跟我談談你在這個公司上班的經歷。

"Tell me about your experience" is by far the most common opening interview question. Employers are looking for the highlights of your career, so this is your time to brag about what you've accomplished, and what you think makes you a qualified applicant.

I worked there for two years.

我在那裡工作了兩年。

During that time, I was able to **implement** a new organization process.

在那段時間里，我**實施**了一套新的組織程序。

We **streamlined** this process to make it more efficient.

我們**精簡**程序，提高了效率。

### **My accomplishments**

I succeeded in increasing my department's **productivity**.

我成功地提高了我所在部門的**生產效率**。

I **delivered** this project **ahead of schedule**.

我**提前完成**了這個項目。

We were able to successfully **troubleshoot** problematic issues.

我們成功**解決**了問題。

### **It's not personal, it's business**

There's an American saying that goes, "It's not personal, it's business." In the U.S., employers value performance, productivity, and efficiency over personal relationships. Having "connections" sometimes helps applicants get a company to notice them, but in no way guarantees a job. Likewise, meetings in the U.S. are primarily about the work, and very little about the person they are meeting with. Some cultures see this as cold or impersonal; Americans see it as efficient. After all, "time is money."

It is also important to note that, while working in America, the quality of your work and your productivity are usually more important than the relationships you have built. Having good rapport with coworkers and supervisors is helpful in the professional world, but you will be assessed (for raises, promotions, and new jobs) on the basis of your performance.

## What does it mean to be a member of a team?

What does it mean to you to be a member of a team?  
你覺得怎樣做才是團隊的一員？

It's important to be able to trust that your teammates are all **pulling their own weight**.  
重要的是，你要相信你的隊友**都在盡力**。

Communication is **the key** to making a team work together successfully.  
有效溝通是使一個團隊成功合作的**關鍵**。

Team members need to be **positive** and treat each other respectfully.  
團隊成員要持**積極**態度，而且彼此尊重。

## How do you deal with conflict?

How do you deal with conflict in the workplace?  
在工作中遇到衝突你要怎麼辦？

I try to work with others to **reach a compromise**.  
我會努力跟別人**達成妥協**。

It's often possible to find a **win-win solution** by collaborating.  
通過合作總可以找到**雙贏的解決辦法**。

If it's over something small, sometimes it helps to **make a small concession**.  
如果只是因為一點小事兒發生矛盾，有時**作出小小的讓步**就行了。

I try to be firm but **diplomatic** when I disagree with someone.  
如果我和別人有分歧，我會堅持己見，同時**客氣地**跟別人交流意見。