

JOB INTERVIEW

A PRACTICAL GUIDE

STUDENT'S BOOK



How to Use This Book

Have you ever wondered where recruiters come up with those questions that often seem strange or even pointless? Or what they are constantly writing on your résumé while you speak? In this material, we will help you prepare to answer the 15 most commonly used interview questions.

How This Book is Organized

1. **Lessons:** Each chapter covers a possible scenario of a job interview, teaching vocabulary, essential phrases, roleplays, and listening exercises.
2. **Extra tips:** Practical tips, cultural insights, and resources to enhance your answers.
3. **Practice:** Homework in most chapters reinforces learning and encourages real-world application.

Making the Most of This Book

- Review vocabulary and phrases regularly. Engage
- in roleplays and listening activities. Use the Notes
- Section for new words or interview tips.
- Ask questions if studying with a teacher.

For Self-Study Learners

- Practice dialogues alone or with a partner.
- Use apps or tools in the Extras section.
- Record and compare your pronunciation.



Start Your Journey

Prepare to answer confidently! Let's master English for job interviews together!



JOB INTERVIEW

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LESSON 1

BEFORE THE INTERVIEW - PREPARATION AND PLANNING



What you will learn

Learn vocabulary for job interviews, documents, dress code, and job application

Let's Talk About Interviews!

1) Think About This Question:



What do you need to prepare before going on a job interview?

2) Write Your Ideas:



Make a list of items, documents, or things to do.

For example:

- A Curriculum / Resumé
- Dress code

3) Organize Your List:

Group your ideas into categories:

- **Documents:** What papers or IDs do you need?
- **Dress code:** What will you wear?
- **Transportation:** How will you get there?

4) Share and Compare:

If you are working in pairs or groups, talk about your list. Do you have the same items as your partner?

Vocabulary

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Documents

- Passport
- ID
- CV / Resumé
- Work Record Booklet
- Work Permit



Dress code

- Professional
- Formal
- Casual
- Business
- Polished



Job Interview

Application

- Job Portals
- Email
- Agencies
- Employee Referral
- Company Website



Short Dialogues

Audio Files Available



Talking About Documents

- **Applicant:** I need to create a CV. Do you know where I can do that?
- **Friend:** Yes, you can do it on a website. It takes about half an hour.

Talking About Dress Code

- **Applicant:** What's the best way to dress myself for a job interview?
- **HR consultant:** Dress professionally, choose clean, well-fitted clothes, neutral colors, minimal accessories, and appropriate for the company culture.

Talking About Application

- **Applicant:** How can I apply for a job in a big company?
- **HR consultant:** Apply through the company website, tailor your resume, use networking, and prepare thoroughly for interviews.



Useful Phrases

Audio Files Available



Talking About Documents

- Do you have a valid ID or passport?
- Are you legally authorized to work in this country?
- Can you provide references if requested?
- Do you have a copy of your CV with you?

Talking About Dress Code

- What is the appropriate dress code for this position?
- Is business casual or professional attire expected?
- Does the company have a formal workplace dress code?

Talking About Application

- Did you apply through our website or via a referral?
- Are all the details in your application accurate and up to date?



Practice Activities

Matching Exercise

Match the vocabulary with its meaning:

- () **1)** Application
- () **2)** Resumé
- () **3)** Referral
- () **4)** Work permit
- () **5)** Work Record Booklet

- a)** Recommendation of a candidate by someone within the company.
- b)** Formal request submitted to be considered for a job position.
- c)** Official authorization allowing a person to work legally.
- d)** CTPS (Carteira de Trabalho).
- e)** Document summarizing skills, education, and work experience.

Fill-in-the-blanks

Complete the sentences with the correct word:

- a)** I got the interview thanks to a _____ from a current employee.
- b)** I submitted my _____ online for the marketing position.
- c)** Please attach your _____ when applying for the job.

Practice Activities

Roleplay: Job application

Work in pairs. Answer to the following questions:

1. Is your resume information accurate and verifiable?
2. Are you willing to complete background checks?
3. Are your documents current and up to date?
4. Are you legally authorized to work in this country?
5. Do you have a valid driver's license (if job-related)?
6. Can you show academic transcripts or diplomas?
7. Can you provide references if requested?
8. Should interview attire differ from everyday work attire?
9. What´s the perfect dress code for a Job Interview?
10. What´s the most effective way to apply for a job position: through the company website, LinkedIn, or via a referral?
11. Have you ever applied for a job?
12. What documents do you need for a job interview?



Listening Practice

Listening



Listening Activity 1: Job application

- **Listen and answer the questions:**
 - Why did you apply for this position?
 - How did you hear about this job opening?
 - Can you explain the experience listed on your application?
 - Are all the details in your application accurate?
 - Did anyone refer you to this company?



Listening Activity 2: Dress Code

- **Listen to a job interview situation. Then, answer to the questions below:**
 - What was the final answer by the company?
 - What was the reason for the candidate's rejection?

Transcription

Interviewer: Thanks for coming in today. It was nice meeting you.

Candidate: Thank you! I enjoyed the conversation as well.

Interviewer: I wanted to share some feedback. Overall, your experience is interesting, but our company usually expects a slightly more formal dress code for interviews.

Candidate: Oh, I understand. I'll make sure to keep that in mind next time.

Interviewer: Absolutely. We appreciate your interest and wish you the best in your job search.

Homework



- 1) Create your own CV in English. Include your professional goals, educational and professional backgrounds, courses and trainings, etc.**
- 2) Choose a big company you would like to work for. What is their dress code? Describe it.**



LESSON 2

SCREENING



What you will learn

This lesson focuses on the first contact of a recruiter with a candidate

Think About This Question:

What do you usually do when you get to a job interview?

Look at the Tasks Below:

- Arrive early (10–15 minutes before the scheduled time).
- Greet the receptionist or staff politely.
- Turn off or silence your phone.
- Introduce yourself.

Discussion

First impressions matter, so being polite, prepared, and professional sets the right tone. Do you agree? Why?



Vocabulary

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Roles

- Candidate or Applicant
- Recruiter
- Hiring manager
- Headhunter
- Receptionist

Context

- Appointment
- Schedule
- Pool of candidates
- Interview
- Screening

Assessment

- Resumé screening
- Skills tests
- Behavioral assessments
- Background checks
- Reference checks



Short Dialogues

Practice the dialogues



First contact

- **Recruiter:** I'm calling to confirm your interview scheduled for tomorrow at 10 a.m.
- **Candidate:** I confirm and look forward to it.

Follow-up

- **Hiring Manager:** Can you confirm if the candidate pool is finalized?
- **Recruiter:** Yes, it has been confirmed and is ready.

Next steps

- **Recruiter:** The next phase includes a behavioral assessment completed online.
- **Candidate:** Thank you for the update, I'll be ready.



Useful Phrases

Audio Files Available



First contact

- o Nice to meet you, I appreciate the call.
- o Hello, thank you for reaching out to me.
- o Thank you for the opportunity to talk.

Follow-up

- o Thank you for the follow-up, I'm still very interested.
- o I don't have any questions at the moment.
- o I appreciate the update and look forward to hearing more.

Next steps

- o The next step is an online behavioral assessment you'll receive by email.
- o Please expect an email with instructions for the online skills test.



Practice Activities

Matching Exercise

Match the phrases to their situations:

- () **1)** A group of applicants being considered for a position.
 - () **2)** A scheduled meeting at a specific date and time.
 - () **3)** The process of reviewing applicants to select suitable candidates.
- a)** Appointment
 - b)** Pool of candidates
 - c)** Screening

Fill-in-the-blanks

Complete the sentences with the correct word from the vocabulary section:

- a)** The _____ contacted me about a senior leadership opportunity.
- b)** The _____ will make the final decision after the interviews.
- c)** Each _____ must submit a completed application form.

Practice Activities

Roleplay: First contact

Work in pairs. Answer to the following questions:

1. Hi! I´m Anne, the recruiter responsible for this position. How can I call you?
2. Are you available for a schedule next week?
3. Are you aware of the background checks required for this position?
4. Is this your first interview with our company?
5. Did the headhunter explain the role clearly?
6. Did you bring your resume?
7. Have you already completed any behavioral assessments for this role?
8. Has the headhunter explained the next steps of the process?
9. Can you provide reference checks if requested?
10. What would you like the hiring manager to know about you?



Listening Practice

Listening



Listening Activity 1: First contact

- **Listen and answer the questions:**
 - How can I call you?
 - Is this a good time to talk?
 - How do you feel about this opportunity?
 - What interests you about this role?
 - Why did you apply for this position?



Listening Activity 2: Follow-up

- **Listen to a job interview situation. Then, answer to the questions below:**
 - Is the candidate available next Monday?
 - Has she completed the skills tests and assessments?

Transcription

Recruiter: Hello, I'm the recruiter handling your application after resume screening, and I'd like to talk about the next steps in the screening process.

Candidate: Hello, thank you for contacting me; I'm happy to hear about the next steps.

Recruiter: We'd like to schedule an interview appointment with the hiring manager—are you available next Monday?

Candidate: Yes, I am, and I've already completed the skills tests, but it's missing the behavioral assessment.

Homework



- 1) Write five questions you might hear during the first contact for a job interview.**
- 2) Imagine you are a recruiter. Write a short dialogue between you and a candidate using the vocabulary and phrases from this chapter.**



LESSON 3

ICE-BREAKER QUESTIONS



What you will learn ✓

This chapter covers the most common questions in job interviews, and different ways to ask it: “Tell me about yourself”



Think About This Question:

Tell me about yourself

Make a List: Write down other different ways to ask this question. For example:

- Can you introduce yourself?
- Run me through your CV.



How would you answer to this question in an interview?



Reading

Audio Files Available



Tell me about yourself.

This is the most common question found in interviews. It follows the same pattern as an informal conversation when you want to get to know someone, for example, at a party. In a professional environment, however, managers are not exactly interested in your personal life, activities, or experiences, but rather in the passion, enthusiasm, and motivation with which you answer.

This is one of the key moments to assess your communication skills. Therefore, it is not enough to say that good communication is one of your strengths if you do not demonstrate it in practice. Some people answer something like, “Well, I love watching movies, going to parties, and spending time with friends.” This is not the correct way to answer this question.

Never be too long in your response. Focus on two or three positive traits you have or values you consider essential, briefly mention one or two examples in which you applied these skills in your professional life or educational background, and conclude by giving clear indications that you are the right candidate for the position. Your answer should always have a beginning, a development, and a conclusion.

Learning more about the company’s values and the skills required for the position will help you choose the characteristics that should be mentioned.

Short Dialogues

Practice the dialogue



Tell me about yourself

Recruiter: Thank you for joining today; to start, could you tell me about yourself?

Candidate: Certainly. I'm a software engineer with ten years of experience working in multinational environments, including companies like Coca-Cola, Pepsi, and McDonald's.

Recruiter: That sounds impressive; what would you say are your main strengths?

Candidate: I'm passionate about building scalable solutions, I communicate clearly in both English and French, and I've consistently delivered results in complex, fast-paced teams.

Recruiter: How does that experience connect to this role?

Candidate: My background in global companies and my technical expertise align well with this position, and I'm highly motivated to contribute at a high level here.



Useful Phrases

Audio Files Available



Common ways to ask “Tell me about yourself”

- Introduce yourself, please.
- Run me through your CV.
- Tell me more about you.

Introducing yourself

- Thank you for having me.
- Thank you for the opportunity.
- First of all, I´d like to thank you.

Linking words

- **Sequencing:** first of all, to start with
- **Addition:** moreover, in addition
- **Contrast:** but, however



Practice Activities

Matching Exercise

Match the words to their definitions:

- () 1) Through
- () 2) Moreover
- () 3) However
- () 4) Therefore

- a) In addition; besides; used to add information.
- b) For that reason; as a result; used to show a conclusion.
- c) Moving in one side and out of the other; by means of.
- d) Nevertheless; used to introduce a contrast or exception.

Fill-in-the-blanks

Complete the sentences with the correct word from the previous section.

- a) The candidate has strong technical skills; _____, she has excellent communication abilities.
- b) She walked _____ the park to get to her office on time.
- c) I studied hard for the test; _____, I did not get the grade I expected.

Practice Activities

Roleplay: First Interactions

Work in pairs. Answer to the following questions:

1. Can you briefly introduce yourself?
2. Are you currently looking for new opportunities?
3. Where are you currently located?
4. Can you summarize your work experience?
5. What is your current role and main responsibilities?
6. Why are you considering a change?
7. What relevant skills do you have for this position?
8. What interests you about this role?
9. Why did you apply for this position?
10. What type of role are you looking for?



Listening Practice

Listening



Listening Activity 1: First interaction

- **Listen and answer the questions:**
 - Introduce yourself, please.
 - Tell me about your work experience.
 - How does that experience connect to this role?
 - Tell me briefly about your educational background.
 - What is your availability to start?



Listening Activity 2: Tell me about yourself

- **Listen to a job interview situation. Then, answer to the questions below:**
 - What is the candidate professional background?
 - How does his experience relate to the role?

Transcription

Recruiter: Thank you for joining. To start, could you tell me a little about yourself?

Candidate: Of course. I'm a production manager with 20 years of experience in multinational companies, including Ford and Fiat.

Recruiter: That's impressive. What would you say are your key strengths?

Candidate: I'm fluent in English and Portuguese, and I excel at optimizing production processes, leading diverse teams, and implementing efficiency improvements.

Recruiter: How does your experience relate to this role?

Candidate: My background in large-scale automotive production has given me the skills to manage complex operations.

Homework



**1) Write a short answer to the following question:
“Could you tell me a little about yourself?”**

2) Imagine you are a candidate. Write three possible questions you may find in the beginning of a job interview.



LESSON 4

WHAT ARE YOUR STRENGTHS



What you will learn ✓

This chapter focuses on the second most common question at job interviews: What are your strengths? You'll practice key phrases, listen to interviews, and roleplay interacting with recruiters

Think About This Question:

What are your strengths?

Make a List: Write down other different ways to ask this question. For example:

- What skills do you bring to this role?
- What are you particularly good at professionally?



How would you answer to this question in an interview?



Reading

Audio Files Available



What are your strengths?

This question is also very common in recruitment processes and aims to assess how well you know yourself and how positively you see yourself, without being arrogant. You should be consistent and present real, practical situations in which your qualities were or are clearly demonstrated. Always remember to focus your answer on what the position requires. Job descriptions usually contain this valuable information.

Answers such as “I am a wonderful person, everyone loves me, and I’m optimistic” do not say much about you as a professional, which is the focus in this situation. As an alternative, if teamwork and focus were mentioned in the job description, a better answer would be: “I have strong interpersonal skills, which are evident in the feedback I’ve received throughout my career; for this reason, I work very well in teams. I can mention the projects I led and the award I received as a role-model leader in my last job, chosen through employee voting. Finally, I tend to pay close attention to details, which gives me a strong advantage when working with numbers and criteria.”

As a final tip, be honest, but never proud or arrogant. These traits, in most cases, are not well regarded when it comes to maintaining a healthy organizational climate.

Short Dialogues

Practice the dialogue



What are your strengths?

Recruiter: To continue, what would you say are your main strengths?

Candidate: I'm an HR manager with 15 years of experience in multinational environments like Honeywell and Airbus, and my key strengths are communication and teamwork.

Recruiter: Could you give an example of how those strengths show in your work?

Candidate: Certainly: being fluent in English, Spanish, and Portuguese allows me to communicate effectively across regions, and I've led cross-functional teams that earned several internal awards;

Recruiter: How do these strengths support this role?

Candidate: They help me build strong relationships, align people strategies with business goals.



Useful Phrases

Audio Files Available



Common ways to ask “What are your strengths?”

- What skills do you bring to this role?
- What are you particularly good at professionally?
- What makes you unique?

How to answer your strengths

- “Based on my experience, ...”
- “I would say my main strengths are...”
- “My top strengths that add value to this role are...”

Linking words

- **Result:** So, As a result
- **Addition:** Also, As well
- **Contrast:** Although, Though



Practice Activities

Matching Exercise

Match the words to their definitions:

- () 1) As a result
- () 2) Although
- () 3) Though
- () 4) As well

- a) In spite of the fact that; used to show contrast.
- b) Similar to “although”; used to introduce contrast.
- c) Because of this; showing a consequence.
- d) Also; in addition to something else.

Fill-in-the-blanks

Complete the sentences with the correct word from the previous section.

- a) The candidate missed the deadline; _____, the interview was rescheduled.
- b) The role requires technical skills _____ strong communication abilities.
- c) _____ he had little experience, he performed very well in the interview.

Practice Activities

Roleplay: Strengths

Work in pairs. Answer to the following questions:

1. What are your strengths?
2. How do you learn best? How would you describe your learning style?
3. You've obviously accomplished a great deal. To what do you attribute that success?
4. How well did you do in school? If you had to do it over again, how would you have done it differently?
5. Do you consider yourself a smart person? If so, why?
6. What's your general approach to problem-solving?
7. What are some of your interests outside of work?
8. What makes you different from the other candidates?
9. What makes you unique?
10. What do others see as your most distinctive quality?



Listening Practice

Listening



Listening Activity 1: Strengths

- **Listen and answer the questions:**
 - What are your strengths?
 - What are your educational strengths?
 - What are your professional strengths?
 - What are your behavioral strengths?
 - What are your strengths in terms of professional experience?



Listening Activity 2: What are your strengths?

- **Listen to a job interview situation. Then, answer to the questions below:**
 - What are the 3 greatest strengths of the candidate?
 - Does she mention her communication abilities?

Transcription

Recruiter: To continue, what would you say are your main strengths?

Candidate: I would say my three greatest strengths are teamwork, problem solving, and focus.

Recruiter: Could you give me examples of how you've demonstrated those?

Candidate: Through teamwork, I collaborated with cross-functional teams to deliver a project ahead of schedule; for problem solving, I led the resolution of a critical system issue that reduced delays by 30%; and regarding focus, I consistently met tight deadlines while managing multiple priorities during a major process change.

Homework



1) Ask three different professionals you have worked with to tell you your top three greatest strengths.

**2) Write a short answer to the following question:
“What do you see as your three greatest strengths?”**



LESSON 5

YOUR WEAKNESSES



What you will learn ✓

This chapter covers the question “What are your weaknesses?”, vocabulary, phrases for answering, and points of improvements. You'll also listen to conversations and roleplay scenarios in job interviews

Think About This Question:

What are your weaknesses?

Make a List: Write down other different ways to ask this question. For example:

- What do you think is your biggest weakness?
- List your points of improvement.



How would you answer to this question in an interview?



Reading

Audio Files Available



What are your weaknesses?

Continuing along the line of self-knowledge, we also have our limitations. We all have weaknesses, and managers and recruiters are well aware of that. What differentiates answers in this case is what you have been doing to improve or overcome your weaknesses. The goal is not for you to be negative or self-deprecating, but rather to show that you know your limits and work to overcome them.

Obviously, not all of our weaknesses can be fully overcome, but it is important that you know them well in order to protect yourself and create alternatives for situations in which they may become evident. I have received answers such as “I am an impatient person” or even “I don’t tolerate delays.” These may indeed be your weaknesses, but this is not the correct way to answer.

A better alternative would be: “I am someone who focuses on agility, so at times I become uncomfortable with unnecessary bureaucracy or very slow processes, and I always strive to improve them.” This way, you acknowledge a weakness but present it in a positive manner, showing how you have found ways to manage it.

Another very common mistake here is mentioning something on your resumé that you do not actually possess, such as fluency in a language. As a rule, you will be labeled as dishonest and unreliable, which can automatically eliminate you from the process.

Short Dialogues

Practice the dialogue



What are your weaknesses?

Recruiter: To continue, what would you say are your main weaknesses?

Candidate: One of my main weaknesses used to be a lack of focus when handling multiple tasks at the same time.

Recruiter: How did that affect your work, and what have you done to improve it?

Candidate: Earlier in my career, I sometimes lost focus during busy projects, which impacted my productivity, so I started using task-prioritization tools and time-blocking techniques.

Recruiter: And is there another area you're working on?

Candidate: Yes, I don't speak Spanish yet, which became evident when working with Latin American teams, so I'm currently taking Spanish classes and practicing regularly to improve my communication.



Useful Phrases

Audio Files Available



Common ways to ask “What are your weaknesses?”

- What areas are you working to improve?
- What feedback have you received about opportunities for improvement?

Answering your weaknesses

- I used to...
- Earlier in my career, ...
- I have received feedback about ...

Linking words

- **Cause-effect:** Because, Since
- **Sequence:** Next, Finally
- **Example:** For example, For instance



Practice Activities

Matching Exercise

Match the words to their definitions:

- () **1)** Since
- () **2)** For instance
- () **3)** Next
- () **4)** Finally

- a)** After that; showing the following step or order.
- b)** In the end; showing the last step or conclusion.
- c)** Because; showing a reason or starting point in time.
- d)** For example; used to give a specific example.

Fill-in-the-blanks

Complete the sentences with the correct word from the previous section.

- a)** _____ the interview was rescheduled, I had more time to prepare.
- b)** Many candidates lack soft skills; _____, communication is often a challenge.
- c)** First, introduce yourself; _____, explain your experience.

Practice Activities

Roleplay: Improvements

Work in pairs. Answer to the following questions:

1. What do you think is your biggest weakness?
2. We all make mistakes. When you discover that you have made one, how do you handle it?
3. Do you think that telling a “white lie” is ever justified “for the greater good”?
4. If things go wrong with a project, what obligation if any do you feel compelled to share with your boss?
5. If someone else has wronged you in some way, how do you deal with the situation?
6. Can you tell me about a recent situation where you had to share bad news with someone? How did you handle it?
7. Have you ever been in a situation where you had to make good on a commitment that you wished you hadn't made?



Listening Practice

Listening



Listening Activity 1: Improvements

- **Listen and answer the questions:**
 - What areas are you working to improve?
 - What feedback have you received about opportunities for improvement?
 - What challenges have you faced in your professional growth?



Listening Activity 2: What are your weaknesses?

- **Listen to a job interview situation. Then, answer to the questions below:**
 - What are the candidate weaknesses?
 - What actions has she taken to improve them?

Transcription

Recruiter: Moving on, what would you say are your main weaknesses?

Candidate: One area I'm working on is my English level, which is currently around B1.

Recruiter: How has that affected your work?

Candidate: In meetings with global teams, I sometimes needed support to express complex ideas, so I enrolled in advanced English classes and now practice weekly to improve my fluency.

Recruiter: Is there another area you're developing?

Candidate: Yes, I don't yet have hands-on experience with payroll; this became clear when I supported audits, so I've been taking online payroll courses and assisting the payroll team whenever possible.

Homework



1) Ask three different professionals you have worked with to tell you your top three greatest weaknesses.

**2) Write a short answer to the following question:
“What do you think are your 2 biggest weaknesses, and how are you handling them?”**



LESSON 6

CAREER GOALS



What you will learn ✓

This chapter focuses on answering questions about your career goals: linking words, phrases for goals, listen to conversations, and roleplay job interviews scenarios.

Think About This Question:

What are your five-year goals?

Make a List: Write down other different ways to ask this question. For example:

- Where do you see yourself in five years?
- What are your goals for the next five years?



How would you answer to this question in an interview?



Reading

Audio Files Available



What are your five-year goals?

Your planning and execution skills are evaluated at this point. Dreams are meant to be achieved, but they can only be accomplished with effort in the right direction. Candidates often struggle with this answer, probably because they have no clear idea of where they want to be or what they want to achieve. Without an objective, there are no goals. Without goals, there are no achievements.

Another very common tendency is giving unrealistic answers, such as goals that are unachievable or extremely difficult, like “I would like to be the CEO of this company in five years” or “I would like to travel the world.” Well, both are possible, but what really matters is what you have been doing to achieve these objectives, as this will show how committed you will be to the company and how effectively you can work toward its goals.

This is also the moment to analyze how much the company will be part of your future. A possible answer could be: “I am currently working toward achieving a leadership position within five years. For this reason, I have been seeking more hands-on leadership experience in my last two jobs, I was recently certified in Coaching, and I am pursuing an MBA to improve my management skills. In ten years, I will have a solid foundation to possibly become a Director.”

Short Dialogues

Practice the dialogue



What are your five-year goals?

Recruiter: To continue, what are your five-year goals?

Candidate: In the next five years, my goal is to grow into a leadership position where I can manage projects and support team development.

Recruiter: What have you done so far to work toward that goal?

Candidate: In my current role, I volunteered to lead small projects, supported junior colleagues, and completed leadership training, which helped me confirm my interest in a supervisory position.

Recruiter: How do these goals align with our company?

Candidate: Your focus on development and internal growth fits my plan, and I see this company as an important part of my long-term career.



Useful Phrases

Audio Files Available



Common ways to ask “What are your five-year goals?”

- Where do you see yourself in five years?
- What are your long-term career objectives?
- What professional milestones do you want to reach in the next five years?

Answering your long-term goals

- In the next five years, I aim to...
- My long-term career goal is to...
- My five-year plan focuses on...

Linking words

- **Emphasis:** Particularly, Especially
- **Comparison:** As, Likewise
- **Example:** Such as, In other words



Practice Activities

Matching Exercise

Match the words to their definitions:

- () 1) Especially
- () 2) Likewise
- () 3) Such as
- () 4) In other words

- a) For example; used to name specific items.
- b) Said differently; used to clarify or explain.
- c) Particularly; more than others.
- d) In the same way; similarly.

Fill-in-the-blanks

Complete the sentences with the correct word from the previous section.

- a) She values clear communication; _____, she encourages teamwork.
- b) The role requires technical skills _____ data analysis.
- c) He enjoys working in dynamic environments, _____ when projects are challenging.

Practice Activities

Roleplay: Career goals

Work in pairs. Answer to the following questions:

1. Are you satisfied with what you have accomplished in your life so far?
2. Where do you see yourself in five years?
3. What are your biggest personal goals? career goals?
4. Would you consider yourself a reader? What kinds of things do you like to read?
5. What was the last book you have read? What are you reading now?
6. How do you make sure that you follow-up on your assignments? Do you have a system?
7. How do you typically prepare for meetings?



Listening Practice

Listening



Listening Activity 1: Career goals

- **Listen and answer the questions:**
 - Where do you see yourself in the end of this year?
 - What professional milestones do you want to reach in the next five years?
 - What are your long-term career objectives?
 - What's your biggest dream?



Listening Activity 2: Career goals

- **Listen to a job interview situation. Then, answer to the questions below:**
 - What is the candidate goal for the next five years?
 - What experiences have led him to that goal?

Transcription

Recruiter: Next, what are your five-year goals?

Candidate: Over the next five years, my goal is to become a logistics specialist focused on process optimization and supply chain efficiency.

Recruiter: What experiences have led you to that goal?

Candidate: In my previous roles, I worked on inventory optimization projects and helped redesign delivery routes, which reduced costs and delays and confirmed my interest in specializing in logistics.

Homework



**1) Write a short answer to the following question:
“Where do you see yourself in the next five years?”**

**2) Imagine you are a candidate. Write three possible
career goal you may have for your professional life.**



LESSON 7

ABOUT THE COMPANY



What you will learn ✓

“Why do you want to work for this company?” is the question we intend to answer properly during this lesson. Also, you will find more linking words, and dialogues between recruiters and candidates.

Think About This Question:

Why do you want to work for this company?

Make a List: Write down other different ways to ask this question. For example:

- Why are you interested in this organization?
- What motivates you to apply for this role here?



How would you answer to this question in an interview?



Reading

Audio Files Available



Why do you want to work for this company?

What is your real interest in the company that sets you apart from other candidates? This is one of the topics evaluated through this question. There are two possible approaches to answering it.

The first is the more conventional and less risky approach. You can choose one or two factors and expand on them, such as the company's reputation, its leadership, your interest in the development of its products, its success in the market, and so on. For example: "I have been seeking the opportunity to work at this company for a long time because of its excellent reputation with customers and suppliers, as well as within the community through its support of social projects. I am confident that I will not only learn, but also contribute to this market success, motivated by the company's values."

Another possibility, which is riskier but may be even more impressive, involves two scenarios. You may be an experienced professional seeking new opportunities; in this case, you should focus on the company's challenges and explain how you are the right person to deliver the expected results. Or, if you are inexperienced, you can rely on previously gathered data and information, such as your desire to work for a company that achieved excellent results in the past year, the opportunity to interact with other countries, and similar factors.

Short Dialogues

Practice the dialogue



Why do you want to work for this company?

Recruiter: Why do you want to work for this company?

Candidate: I want to work here because the company values internal growth, and I've seen opportunities to develop operational employees into leadership roles.

Recruiter: Can you explain how your experience connects to that?

Candidate: As a machine operator, I often supported new colleagues, coordinated shifts during absences, and helped improve safety procedures, which confirmed my goal of becoming a coordinator in an environment that recognizes performance.



Useful Phrases

Audio Files Available



Common ways to ask “Why do you want to work for this company?”

- What makes you want to be part of our company?
- What attracted you to our company?

Useful sentences

- “I’m interested in this company because...”
- “One of the main reasons I applied is...”
- “This company stands out to me due to...”

Linking words

- **Condition:** If, Unless, Otherwise
- **Time:** When, After, Before
- **Contrast:** Whereas, While



Practice Activities

Matching Exercise

Match the words to their definitions:

- () 1) Unless
- () 2) Whereas
- () 3) Before
- () 4) After

- a) Earlier than; preceding in time.
- b) Later than; following in time.
- c) While on the other hand; used to show contrast.
- d) Except if; used to show a condition.

Fill-in-the-blanks

Complete the sentences with the correct word from the previous section.

- a) Make sure to review the project plan _____ the meeting starts.
- b) He prefers working independently, _____ she enjoys collaborating with a team.
- c) _____ you submit your application on time, it will not be considered.

Practice Activities

Roleplay: About the company

Work in pairs. Answer to the following questions:

1. Imagine a company you have ever wanted to work for. Why do you want to work for this company?
2. What gets you most excited about the company's future?
3. How would you describe the company's values?
4. What are the company's plans for growth and development?
5. What are the current goals that the company is focused on, and how does this team work to support hitting those goals?
6. What are the most relevant suppliers of this company?
7. What are the most relevant clients of this company?
8. What are the company's main products?
9. How is the company's work environment?
10. What do you know about the company's history?



Listening Practice

Listening



Listening Activity 1: About the company

- **Listen and answer the questions:**
 - Why do you want to work for this company?
 - What do you know about the company's culture and values?
 - What do you know about the company's history?
 - Do you know the company's work environment?



Listening Activity 2: Career goals

- **Listen to a job interview situation. Then, answer to the questions below:**
 - Why does the candidate want to work there?
 - What's her career goal?

Transcription

Recruiter: To continue, why do you want to work for this company?

Candidate: I want to work here because this hospital values patient-centered care and professional development, which aligns with my career goals.

Recruiter: How has your experience prepared you for that environment?

Candidate: As a nurse, I've often supported new team members, coordinated patient care during high-demand shifts, and helped improve care protocols, which motivated me to grow into a supervisory role.

Recruiter: How do you see your future here?

Candidate: I see this company as a place where I can continue delivering high-quality care and eventually become a nursing supervisor.

Homework



**1) Write a short answer to the following question:
“Why do you want to work for the company you are
applying to?”**

**2) Imagine you are a candidate for a specific
company. Write three interesting information you
may find about them on the news.**



LESSON 8

TRICKY QUESTIONS



What you will learn ✓

You will find in this chapter the most common tricky questions in job interviews, such as “Why did you quit your last job?”, or “Do you know how to handle changes/pressure?”, and different ways to answer them.

Think About This Question:

Why did you leave your last jobs?

Make a List: Write down other different ways to ask this question. For example:

- “Why did you leave your previous position?”
- “What was the reason for leaving your last role?”



How would you answer to this question in an interview?



Reading

Audio Files Available



Why did you leave your last jobs?

The factor being evaluated here is whether you are honest, professional, and not afraid to get straight to the point. Even so, the most commonly found answer is: “I was looking for better opportunities and growth.” Is this the best answer? Is it correct?

There are several reasons why you may have been laid off or chosen to leave a job, such as mass layoffs, restructuring, below-expected performance, personal issues, dissatisfaction, etc. For each of these reasons, there is a proper way to clarify the facts.

Suppose you were laid off. Instead of simply saying “I was laid off,” you could say “The company went through three major rounds of layoffs, and I was part of the last one,” if that is the case, of course. If you resigned, you could say “The company I was working for did not offer many opportunities for growth, so I decided to look for new paths.”

Never speak badly about your former employer, as this will reflect very poorly on you. Also remember that frequent job changes are generally not well regarded by the market. They can give the impression of lack of commitment, salary-driven mobility, irresponsibility, or an inability to work under pressure.

Short Dialogues

Practice the dialogue



Why did you leave your last jobs?

Recruiter: Why did you leave your last jobs?

Candidate: In my first role, the company went through a cost-reduction process, and my position was eliminated as part of a broader layoff.

Recruiter: I see. And what about your time at Vale?

Candidate: At Vale, there were differences in management approach and expectations. After several attempts to align, it became clear that the direction of the team no longer matched how I could contribute most effectively, so the company decided to move forward in a different way.

Recruiter: Thank you for explaining.

Candidate: Of course. I value transparency and have taken valuable lessons from both experiences.



Useful Phrases

Audio Files Available



Other Common Tricky Questions

- How do you handle changes/pressure?
- Do you know how to work in teams?
- What was your relationship like with your former boss?

Different ways to ask those questions

- Do you know how to work under pressure?
- Would you say you are a team player?
- How would you describe your relationship with your previous manager?

Top most sophisticated Linking Words

- **Contrast:** Nevertheless, Nonetheless
- **Result:** Therefore, Thus, Hence
- **Addition:** Furthermore, Moreover



Practice Activities

Matching Exercise

Match the words to their definitions:

() 1) Nevertheless

() 2) Moreover

() 3) Thus

() 4) Furthermore

a) as a result; therefore

b) despite that; however

c) in addition; used to add another point, often more formal

d) in addition; also (used to add emphasis)

Fill-in-the-blanks

Complete the sentences with the correct word from the previous section.

a) The project was delayed; _____, we delivered it within budget.

b) The candidate has strong technical skills. _____, she has excellent communication abilities.

c) The deadline was missed; _____, the launch was postponed.

Practice Activities

Roleplay: Tricky questions

Work in pairs. Answer to the following questions:

1. Why did you leave your last jobs?
2. How do you handle changes?
3. Do you know how to work in teams?
4. What was your relationship like with your former boss?
5. Do you know how to work under pressure?
6. Why should we hire you?
7. Tell me about a challenge or failure you faced.
8. How do you handle conflict at work?
9. Why do you want to work here?
10. Do you have any questions for us?



Listening Practice

Listening



Listening Activity 1: Tricky questions

- **Listen and answer the questions:**
 - Why did you leave your last jobs?
 - How do you handle changes?
 - Do you know how to work in teams?
 - What was your relationship like with your former boss?
 - Do you know how to work under pressure?



Listening Activity 2: Why did you leave your last jobs?

- **Listen to a job interview situation. Then, answer to the questions below:**
 - What was the reason for her first dismissal?
 - Why did she leave GM?

Transcription

Recruiter: Why did you leave your last jobs?

Candidate: In my first role, I faced a serious family health situation that required my attention for a period of time. Despite my commitment, the company needed consistent availability, and we mutually understood it was best to part ways.

Recruiter: And what about your time at GM?

Candidate: At GM, there were differences in management style and strategic direction. We worked to align expectations, but eventually it became clear that my strengths would be better utilized in a different environment.

Homework



**1) Write a short answer to the following question:
“Why did you leave your last jobs?”**

2) Imagine you are a candidate. Write a possible way to answer the reason why you quit a past job.



LESSON 9

SALARY EXPECTATION



What you will learn

This is the question you have been waiting for, isn't it? We focused in answering properly the question: "What's your salary expectation?", but also final tips for your next job interview

Think About This Question:

What's your salary expectation?

Make a List: Write down other different ways to ask this question. For example:

- What is your expected salary for this position?
- How much are you hoping to earn?



How would you answer to this question in an interview?



Reading

Audio Files Available



What´s your salary expectation?

This is indeed a question that causes panic. Your expectation may be lower than what the company could offer, higher than what they can afford, or even above what you can justify compared to others in the market. So how should you answer correctly? There are a few options.

First, you can say that you are looking for a competitive salary for the position in the market. In this case, it is implied that you are familiar with market benchmarks. Another possibility is to say that you expect fair compensation for the experience you bring (if you already have prior experience). Here, the comparison point will usually be the highest salary you have earned so far.

A third option is to link your salary expectations to your qualifications. This is especially useful for those seeking their first job. Fourth, you can tie your expectations to your performance at work. This approach works well for leadership roles that include performance-based bonuses.

Finally, you can say that your expectations will depend on the benefits package the company offers. One important point that most candidates fail to consider is benefits, bonuses, financial incentives, and other forms of compensation. Keep this in mind when making your decision.

Short Dialogues

Practice the dialogue



What's your salary expectation?

Recruiter: And to conclude our interview, what's your salary expectation?

Candidate: I'm looking for a competitive salary that reflects both the responsibilities of this role and my experience. Based on my research of similar positions in the market, I would expect a range between \$X and \$Y. Of course, I'm also open to discussing the overall benefits package.

Recruiter: I see. And how flexible is that range?

Candidate: I'm open to considering the full compensation package, including bonuses, benefits, and growth opportunities. My main goal is to find a role where I can contribute effectively and grow with the company.



Useful Phrases

Audio Files Available



Common ways to ask “What’s your salary expectation?”

- What salary range are you looking for?
- How much are you hoping to earn?

Answering to this question

- Given my experience and skills in this area ...
- Based on my research of similar positions ...
- I’m open to discussion depending on the overall package...

Linking words

- **Cause:** Owing to, Due to
- **Sequence:** Afterwards, Meanwhile
- **Emphasis:** Indeed, In particular



Practice Activities

Matching Exercise

Match the words to their definitions:

- () **1)** Owing to
- () **2)** Afterwards,
- () **3)** Meanwhile
- () **4)** Indeed

- a)** in fact; truly; used to emphasize a statement
- b)** at the same time; during that time
- c)** at a later time; following that
- d)** because of; due to

Fill-in-the-blanks

Complete the sentences with the correct word from the previous section.

- a)** She was preparing the presentation. _____, her colleague was setting up the room.
- b)** We had lunch at noon. _____, we went for a walk.
- c)** The new software improved productivity. _____, it reduced errors significantly.

Practice Activities

Roleplay: Salary expectation

Work in pairs. Answer to the following questions:

1. What´s your salary expectation?
2. What´s your current salary?
3. What´s your total compensation package?
4. What benefit do you value the most?
5. How do you take important decisions?
6. What are your hobbies?
7. What was your performance like in your previous company?
8. How many times have you been promoted during your career?
9. What was the best result you ever had leading a project?
10. Do you have any questions?



Listening Practice

Listening



Listening Activity 1: Salary expectation

- **Listen and answer the questions:**
 - 1. What´s your salary expectation?
 - 2. What´s your current salary?
 - 3. What´s your total compensation package?
 - 4. What benefit do you value the most?
 - 5. What salary range are you looking for?



Listening Activity 2: Compensation package

- **Listen to a job interview situation. Then, answer to the questions below:**
 - What is the candidate´s salary range expectation?
 - What is his current compensation package?

Transcription

Recruiter: What salary range are you looking for?

Candidate: Based on my experience, the responsibilities of this role, and current market benchmarks, I'm targeting an annual range between \$200K and \$250K. That said, I'm open to discussing the full compensation package, including bonuses and benefits.

Recruiter: And what's your current salary?

Candidate: My current compensation is structured differently and includes base salary, variable components, and benefits. For this reason, I prefer to focus on the value I can bring to this role and on a package that reflects the scope and expectations of the position rather than my previous salary.

Recruiter: That makes sense.

Homework



**1) Write a short answer to the following question:
“What´s your salary expectation?”**

2) Imagine you are a candidate. Go online and search the salary range for your target position and write a short paragraph about it .



LESSON 10

QUESTIONS TO AVOID



What you will learn ✓

Some topics should be avoided during a job interview, such as: Salary, benefits, or vacation, Politics, religion, or controversial opinions, and, Negative comments about previous employers or managers. This chapter cover those topics

Think About This Question:

Do you have any questions?

Make a List: Write down other different ways to ask this question. For example:

- What would you like to know more about?
- Is there anything you'd like to ask?



How would you answer to this question in an interview?



Reading

Audio Files Available



Do you have any questions?

No objective requirement is assessed with this question, but it is a great opportunity for you to gather more strategic information for the remainder of the process, clarify any doubts, and better understand the challenges of the role, the work environment, and so on. Consciously or unconsciously, interviewers will form a positive impression that you are genuinely interested in the position and eager to be involved from the start, as if you had already been hired. It also says a lot about your true motivation for the company and the role.

For example: “Based on what we’ve discussed, I’d be interested in learning more about the company’s objectives behind opening this new plant and how this position will contribute to them.” Or: “The work environment sounds great based on what you’ve shared during our conversation. Could you tell me more about employees’ day-to-day activities?”

Be sure to ask about the next steps in the process, the expected timeline for feedback, and, if possible, request the manager’s business card to expand your professional network in case you are not selected at this time. Thank them for the opportunity and offer to clarify any additional questions.

Short Dialogues

Practice the dialogue



Do you have any questions?

Recruiter: Do you have any questions for us?

Candidate: Yes. How many vacation days would I get, and how soon could I take time off if I'm hired?

Recruiter: We usually discuss benefits and time off later in the process.

Candidate: Oh, I see. Thank you. And how quickly could I get promoted, and how often do people here get salary increases?

Recruiter: Those topics are usually discussed after the initial interview stages.



Useful Phrases

Audio Files Available



Common ways to ask “Do you have any questions?”

- What would you like to know more about?
- Is there anything you'd like to ask?
- Before we wrap up, do you have any questions?

Topics to avoid

- Salary, benefits, or vacation too early
- Politics, religion, or controversial opinions
- Negative comments about previous employers or managers

Sophisticated Linking words

- **Cause / Effect:** Henceforth, Thereby
- **Addition:** By the same token
- **Contrast:** Conversely, On the contrary



Practice Activities

Matching Exercise

Match the words to their definitions:

- () 1) Henceforth
- () 2) Thereby
- () 3) By the same token
- () 4) Conversely

- a) as a result of that; by that means
- b) for the same reason; in a similar way
- c) in contrast; in the opposite way
- d) from this point forward

Fill-in-the-blanks

Complete the sentences with the correct word from the previous section.

- a) The rule takes effect today; _____, all staff must comply.
- b) The company values flexibility. _____, employees expect trust.
- c) The system was improved, _____ increasing efficiency.

Practice Activities

Roleplay: Questions to avoid

Work in pairs. Answer to the following questions:

- What is going to be my salary?
- How soon can I take vacation?
- How often do people get raises here?
- Do you monitor employees closely, or is it easy to leave early?
- What benefits do I get before proving myself?
- Why did the last person in this role fail?
- Is this job stressful?
- Can I work remotely most of the time? (if flexibility wasn't mentioned)
- What happens if I don't meet expectations?
- How fast can I get promoted? (too early)
- What are the company's biggest internal problems?



Listening Practice

Listening



Listening Activity 1: Questions to avoid

- **Listen and answer the questions:**
 - What is the salary range for this position?
 - What is the total compensation package?
 - How soon can I take vacation?
 - How often do people get raises here?
 - How fast can I get promoted?



Listening Activity 2: Elimination

- **Listen to a job interview situation. Then, answer to the questions below:**
 - What are the 4 questions the candidate shouldn't have asked?

Transcription

Recruiter: Do you have any questions for us?

Candidate: Yes. What is the total compensation package for this role?

Recruiter: We usually discuss compensation details later in the process.

Candidate: I see. And how fast can I get promoted?

Recruiter: Career progression is usually discussed after we better understand fit and performance.

Candidate: I understand. And how soon can I take vacation if I'm hired?

Recruiter: Vacation policies are also covered after the initial interview stages.

Candidate: Understood. Thank you.

Homework



**1) Write a short answer to the following question:
“Do you have any questions?”**

2) Imagine you are a candidate. Write three possible questions you must avoid at a job interview.



EXTRAS

JOB INTERVIEW QUESTIONS



What you will learn

This chapter provides all the questions mentioned in this guide for simulating job interview questions

Job Interview

Roleplay: Job application

Work in pairs. Answer to the following questions:

1. Is your resume information accurate and verifiable?
2. Are you willing to complete background checks?
3. Are your documents current and up to date?
4. Are you legally authorized to work in this country?
5. Do you have a valid driver's license (if job-related)?
6. Can you show academic transcripts or diplomas?
7. Can you provide references if requested?
8. Should interview attire differ from everyday work attire?
9. What's the perfect dress code for a Job Interview?
10. What's the most effective way to apply for a job position: through the company website, LinkedIn, or via a referral?
11. Have you ever applied for a job?
12. What documents do you need for a job interview?



Job Interview

Roleplay: First contact

Work in pairs. Answer to the following questions:

1. Hi! I´m Anne, the recruiter responsible for this position. How can I call you?
2. Are you available for a schedule next week?
3. Are you aware of the background checks required for this position?
4. Is this your first interview with our company?
5. Did the headhunter explain the role clearly?
6. Did you bring your resume?
7. Have you already completed any behavioral assessments for this role?
8. Has the headhunter explained the next steps of the process?
9. Can you provide reference checks if requested?
10. What would you like the hiring manager to know about you?



Job Interview

Roleplay: First Interactions

Work in pairs. Answer to the following questions:

1. Can you briefly introduce yourself?
2. Are you currently looking for new opportunities?
3. Where are you currently located?
4. Can you summarize your work experience?
5. What is your current role and main responsibilities?
6. Why are you considering a change?
7. What relevant skills do you have for this position?
8. What interests you about this role?
9. Why did you apply for this position?
10. What type of role are you looking for?



Job Interview

Roleplay: Strengths

Work in pairs. Answer to the following questions:

1. What are your strengths?
2. How do you learn best? How would you describe your learning style?
3. You've obviously accomplished a great deal. To what do you attribute that success?
4. How well did you do in school? If you had to do it over again, how would you have done it differently?
5. Do you consider yourself a smart person? If so, why?
6. What's your general approach to problem-solving?
7. What are some of your interests outside of work?
8. What makes you different from the other candidates?
9. What makes you unique?
10. What do others see as your most distinctive quality?



Job Interview

Roleplay: Improvements

Work in pairs. Answer to the following questions:

1. What do you think is your biggest weakness?
2. We all make mistakes. When you discover that you have made one, how do you handle it?
3. Do you think that telling a “white lie” is ever justified “for the greater good”?
4. If things go wrong with a project, what obligation if any do you feel compelled to share with your boss?
5. If someone else has wronged you in some way, how do you deal with the situation?
6. Can you tell me about a recent situation where you had to share bad news with someone? How did you handle it?
7. Have you ever been in a situation where you had to make good on a commitment that you wished you hadn't made?



Job Interview

Roleplay: Career goals

Work in pairs. Answer to the following questions:

1. Are you satisfied with what you have accomplished in your life so far?
2. Where do you see yourself in five years?
3. What are your biggest personal goals? career goals?
4. Would you consider yourself a reader? What kinds of things do you like to read?
5. What was the last book you have read? What are you reading now?
6. How do you make sure that you follow-up on your assignments? Do you have a system?
7. How do you typically prepare for meetings?



Job Interview

Roleplay: About the company

Work in pairs. Answer to the following questions:

1. Imagine a company you have ever wanted to work for. Why do you want to work for this company?
2. What gets you most excited about the company's future?
3. How would you describe the company's values?
4. What are the company's plans for growth and development?
5. What are the current goals that the company is focused on, and how does this team work to support hitting those goals?
6. What are the most relevant suppliers of this company?
7. What are the most relevant clients of this company?
8. What are the company's main products?
9. How is the company's work environment?
10. What do you know about the company's history?



Job Interview

Roleplay: Tricky questions

Work in pairs. Answer to the following questions:

1. Why did you leave your last jobs?
2. How do you handle changes?
3. Do you know how to work in teams?
4. What was your relationship like with your former boss?
5. Do you know how to work under pressure?
6. Why should we hire you?
7. Tell me about a challenge or failure you faced.
8. How do you handle conflict at work?
9. Why do you want to work here?
10. Do you have any questions for us?



Job Interview

Roleplay: Salary expectation

Work in pairs. Answer to the following questions:

1. What´s your salary expectation?
2. What´s your current salary?
3. What´s your total compensation package?
4. What benefit do you value the most?
5. How do you take important decisions?
6. What are your hobbies?
7. What was your performance like in your previous company?
8. How many times have you been promoted during your career?
9. What was the best result you ever had leading a project?
10. Do you have any questions?



Job Interview

Roleplay: Questions to avoid

Work in pairs. Answer to the following questions:

- What is going to be my salary?
- How soon can I take vacation?
- How often do people get raises here?
- Do you monitor employees closely, or is it easy to leave early?
- What benefits do I get before proving myself?
- Why did the last person in this role fail?
- Is this job stressful?
- Can I work remotely most of the time? (if flexibility wasn't mentioned)
- What happens if I don't meet expectations?
- How fast can I get promoted? (too early)
- What are the company's biggest internal problems?

