



## Tienes que pasar una entrevista de trabajo en inglés? Estos consejos te ayudarán a superarla con éxito.

### 1) El nivel de inglés no se puede fingir

¿Cuánto tiempo crees tú que tardarías en descubrir si un angloparlante habla bien español?

Haz la prueba haciéndole a un par de preguntas a tu amigo, o conocido, angloparlante que dice que sabe español. Y si no tienes a nadie con quien experimentar, yo te lo digo: tardarás unos tres minutos aproximadamente en descubrir su nivel de español. Ése exactamente el tiempo que tarda un entrevistador nativo en saber si sabes o no inglés: 3 minutos. Sí, efectivamente, el nivel de inglés no se puede fingir por mucho que hables. Cuestión distinta es que la empresa en la que estás solicitando empleo te quiera contratar por otros motivos que no tienen nada que ver con el inglés, entonces harán la vista gorda y no les importará tu acento, ni tus errores. Pero, normalmente, en una entrevista de trabajo tu nivel de inglés cuenta y mucho, para que te seleccionen.

### 2) Empieza a practicar mucho antes de que la entrevista tenga lugar

A veces sólo tomamos conciencia de la necesidad de preparar la entrevista cuando hemos mentido en el CV sobre nuestro nivel y nos llaman. ¡Horror! ¿Qué hacer? ¡Un intensivo de dos semanas!

Si el inglés requerido no es muy elevado, puede que funcione, pero si fracasas por culpa de tu inglés verás claramente que tener un buen nivel de inglés requiere bastante tiempo. **Por eso, cuanto antes mejor.** Y la mejor época de tu vida sin duda para prepararte son los últimos años de la carrera o de cualquier tipo de estudio que estés cursando; eres joven y tienes todo el tiempo del mundo por delante. Si no es ya tu caso, no desesperes, quizás tengas menos tiempo o menos ganas, pero con un poco de paciencia y mucha constancia se logra.

### Cómo empezar a prepararte

Más abajo encontrarás algún ejemplo de entrevista y también una serie de preguntas que aparecen con frecuencia en las entrevistas y que puedes irte preparando.

### **3) Utiliza todos los recursos que tengas a tu alcance para subir tu nivel de inglés**

Si bien es cierto que no se requiere igual nivel de inglés para trabajar de limpiador que para trabajar de informático, lo que sí es cierto es que a mayor nivel de inglés, mayor es la posibilidad de conseguir un empleo mejor remunerado. Por supuesto, no es que el inglés te vuelva más listo, simplemente es que si ya eres listo o incluso promedio, el inglés es la guinda del pastel. Por el contrario, la falta de inglés, si puede hacerte parecer menos listo.

Por ello, no se trata de que sólo prepares la entrevista sino que aprendas a hablar inglés con cierta fluidez. Ya sabes: listening, cursos, ejercicios, intercambios, clases privadas...estudia todas las posibilidades que ofrece el mercado para prepararte.

### **4) Tómate las entrevista en inglés como un reto, no como algo en lo que estarás destinado a fracasar**

Puedes escribir a trabajos que realmente no estás buscando sólo para practicar en un medio real con la entrevista en inglés.

Cuando mi empresa quebró y me quedé en el paro yo escribía a algunos trabajos que no tenían nada que ver con mi formación, sólo para que me llamarán, ponerme a prueba con un entrevistador y pasar un poco de "nervios ficticios". Tú puedes hacer lo mismo para saber hasta qué punto estás preparado para una entrevista en inglés. Puedes probar, por ejemplo, con una entrevista telefónica.

**Recuerda:** No se trata de que pases la entrevista, sino de ponerte a prueba y practicar antes de que tengas que pasar por la entrevista que realmente te interesa. Así no despedirás las verdaderas oportunidades.

### **5) Especialízate**

El pasar una entrevista es una técnica más. Internet está lleno de páginas que dan consejos por sectores y materias. Busca tu materia y mira cómo se prepara un CV y carta de presentación de tu sector. Luego mira los consejos sobre entrevistas en el área en que estés interesado en trabajar.

### **6) El hablar inglés bien no lo es todo**

Mira la foto que he puesto más arriba, es un mapa mental de lo que supone encontrar un trabajo.

Entre los elementos a tener en cuenta se incluye:

- El CV.

- La carta de presentación. Muy importante en el mundo anglosajón. En internet también puedes encontrar con facilidad ejemplos de cartas de presentación.

- La apariencia.

Y yo añadiría **los conocimientos y la experiencia necesaria para el trabajo que estás solicitando**. Puede que tu inglés no falle, pero si te falla algunos de los elementos aquí enumerados, te será difícil resultar seleccionado para el trabajo que deseas, por eso, prepárate a conciencia.

### **7) Si fracasas, levántate y vuelve a intentarlo otra vez**

Puede que no tengas aún la suficiente experiencia, puede que necesites más habilidades, puede que tengas que hacer un curso de inglés, pero lo que nunca te debe faltar es la fuerza de voluntad.

### **8) Evita palabras o expresiones que desconozcas.**

A veces nos complicamos la vida intentado decir algo muy concreto en inglés y nos damos cuenta de que no conocemos alguna palabra que necesitamos. Para evitar esa situación que hará que el evaluador te valore negativamente, deberías:

-Evitar frases rebuscadas y largas. En inglés, cuanto más simple mejor.

-Si alguna palabra no la conoces no la preguntes o la digas en español, intentas describirla. No pasa nada por no conocer una palabra pero deberías poder describirla en inglés y hacerte entender.

-Intenta hablar despacio pero de formas fluida evitando silencios, y coetilla como "ehhhhhh" "ya yayaya". Es mejor hablar correctamente que hablar rápidamente. Intenta relajarte y llevar la conversación a un ritmo que te resulte cómodo y te permita pensar.

-Piensa que no te vas a poder expresar en inglés, igual de rápido o de preciso como lo haces en español. Habrá muchas cosas que tu vocabulario no te permitirá expresar. En español tienes una amplia gama de sinónimos con distintos matices que usas en función de lo que quieres expresar y en otro idioma es muy difícil llegar a eso. Asímelo, y no intentes liarte diciendo todo lo que quieres decir, podrás parecer un poco soso pero no pensarán que hablas mal.

**A continuación te daremos unos cuantos ejemplos de preguntas típicas de entrevistas y consejos sobre las respuestas más adecuadas.**

Mental fear of the unknown is often what produces the physical symptoms of nervousness. In addition to preparing yourself physically, you need to prepare yourself mentally. The best way to prepare mentally is to know what may be coming. Fear of the unknown can only exist when there is an unknown. Take the time to understand some of the standards when it comes to interviewing questions.

The following are some of the most difficult questions you will face in the course of your job interviews. Some questions may seem rather simple on the surface such as, "Tell me about yourself?" but these questions can have a variety of answers. The more open ended the question, the wider the variation in the answers. Once you have become practiced in your interviewing skills, you will find that you can use almost any question as a launching pad for a particular topic or compelling story.

Others are classic interview questions, such as What is your greatest weakness? Questions most people answer improperly. In this case, the standard textbook answer for the greatest weakness question is to provide a veiled positive such as: I work too much. I just work and work and work. Wrong. Either you are lying or, worse yet, you are telling the truth, in which case you define working too much as a weakness and really do not want to work much at all.

The following answers are provided to give you a new perspective on how to answer tough interview questions. They are not there for you to lift from the page and insert into your next interview. They are provided for you to use as the basic structure for formulating your own answers. While the specifics of each reply may not apply to you, try to follow the basic structure of the answer from the perspective of the interviewer. Answer the questions behaviorally, with specific examples that show that clear evidence backs up what you are saying about yourself. Always provide information that shows you want to become the very best \_\_\_\_\_ for the company and that you have specifically prepared yourself to become exactly that. They want to be sold. They are waiting to be sold. Dont disappoint them!

#### **1. Tell me about yourself.**

It seems like an easy interview question. Its open ended. I can talk about whatever I want from the birth canal forward. Right?

Wrong. What the hiring manager really wants is a quick, two- to three-minute snapshot of who you are and why youre the best candidate for this position.

So as you answer this question, talk about what youve done to prepare yourself to be the very best candidate for the position. Use an example or two to back it up. Then ask if they would like more details. If they do, keep giving them example after example of your background and experience. Always point back to an example when you have the opportunity.

Tell me about yourself does not mean tell me everything. Just tell me what makes you the best.

## 2. **Why should I hire you?**

The easy answer is that you are the best person for the job. And don't be afraid to say so. But then back it up with what specifically differentiates you.

For example: You should hire me because I'm the best person for the job. I realize that there are likely other candidates who also have the ability to do this job. Yet I bring an additional quality that makes me the best person for the job--my passion for excellence. I am passionately committed to producing truly world class results. For example . . .

Are you the best person for the job? Show it by your passionate examples.

## 3. **What is your long-range objective?**

Make my job easy for me. Make me want to hire you.

The key is to focus on your achievable objectives and what you are doing to reach those objectives.

For example: Within five years, I would like to become the very best accountant your company has on staff. I want to work toward becoming the expert that others rely upon. And in doing so, I feel I'll be fully prepared to take on any greater responsibilities which might be presented in the long term. For example, here is what I'm presently doing to prepare myself . . .

Then go on to show by your examples what you are doing to reach your goals and objectives.

## 4. **How has your education prepared you for your career?**

This is a broad question and you need to focus on the behavioral examples in your educational background which specifically align to the required competencies for the career.

An example: My education has focused on not only the learning the fundamentals, but also on the practical application of the information learned within those classes. For example, I played a lead role in a class project where we gathered and analyzed best practice data from this industry. Let me tell you more about the results . . .

Focus on behavioral examples supporting the key competencies for the career. Then ask if they would like to hear more examples. Enhance your career opportunities by getting the training you need.

## **Are you a team player?**

Almost everyone says yes to this question. But it is not just a yes/no question. You need to provide behavioral examples to back up your answer.

A sample answer: Yes, I'm very much a team player. In fact, I've had opportunities in my work, school and athletics to develop my skills as a team player. For example, on a recent project . . .

Emphasize teamwork behavioral examples and focus on your openness to diversity of backgrounds. Talk about the strength of the team above the individual. And note that this question may be used as a lead in to questions around how you handle conflict within a team, so be prepared.

## **5. Have you ever had a conflict with a boss or professor? How was it resolved?**

Note that if you say no, most interviewers will keep drilling deeper to find a conflict. The key is how you behaviorally reacted to conflict and what you did to resolve it.

For example: Yes, I have had conflicts in the past. Never major ones, but there have been disagreements that needed to be resolved. I've found that when conflict occurs, it helps to fully understand the other persons perspective, so I take time to listen to their point of view, then I seek to work out a collaborative solution. For example . . .

Focus your answer on the behavioral process for resolving the conflict and working collaboratively.

## **6. What is your greatest weakness?**

Most career books tell you to select a strength and present it as a weakness. Such as: I work too much. I just work and work and work. Wrong. First of all, using a strength and presenting it as a weakness is deceiving. Second, it misses the point of the question.

You should select a weakness that you have been actively working to overcome. For example: I have had trouble in the past with planning and prioritization. However, I'm now taking steps to correct this. I just started using a pocket planner . . . then show them your planner and how you are using it.

Talk about a true weakness and show what you are doing to overcome it.

## **7. If I were to ask your professors to describe you, what would they say?**

This is a threat of reference check question. Do not wait for the interview to know the answer. Ask any prior bosses or professors in advance. And if they're willing to provide a positive reference, ask them for a letter of recommendation.

Then you can answer the question like this:

I believe she would say I'm a very energetic person, that I'm results oriented and one of the best people she has ever worked with. Actually, I know she would say that, because those are her very words. May I show you her letter of recommendation?

So be prepared in advance with your letters of recommendation.

**8. If you had to live your life over again, what one thing would you change?**

Focus on a key turning point in your life or missed opportunity. Yet also tie it forward to what you are doing to still seek to make that change.

For example: Although I'm overall very happy with where I'm at in my life, the one aspect I likely would have changed would be focusing earlier on my chosen career. I had a great internship this past year and look forward to more experience in the field. I simply wish I would have focused here earlier. For example, I learned on my recent internship then provide examples.

Stay focused on positive direction in your life and back it up with examples.

In reviewing these responses, please remember that they are only to be viewed samples. Please do not rehearse them verbatim or adopt them as your own. They are meant to stir your creative juices and get you thinking about how to properly answer the broader range of questions that you will face.

### **Questions You Should Ask in Your Job Interview**

Always prepare questions to ask. Having no questions prepared sends the message that you have not been thinking about the job. Avoid asking questions that are clearly answered on the employer's web site and/or in any literature provided by the employer to you in advance. This would simply reveal that you did not prepare for the interview, and you are wasting the employer's time by asking these questions. Never ask about salary and benefits issues until those subjects are raised by the employer.

Remember that an interview is a two-way conversation. For you, the interview has three purposes, in the following order of importance:

- One, to sell yourself,
- Two, to evaluate the position, and,

- Three, get their commitment for (or at least establish their desire for) the next step in the process (whatever it is)

There are a few main goals of your interview with hospital: For the Hospital to get a feel for your experience and skills as well as your personality to see if you a “fit” for their vacancies and teams. The interview is the opportunity for the facility to decide if they wish to offer you the position. Remember that the hospital may be interviewing more than one person for the position so it is important to put your best foot forward.

For you to form an impression of the unit, type of patients you will care for and a general overview of the facility.

**Preparation is the key** - take the time to prepare and impress the facility with your skills and interest in the position. Review the website information and find out as much about the facility before your interview so you can ask intelligent and appropriate questions.

All managers interview differently and so it is hard to give a blanket preparation for interview. However the usual interview may consist of some or all of the following:

Ø Be prepared to discuss your skills and experience in detail - types of cases, patient loads, machinery etc

Ø Be prepared if they ask clinical scenario questions

Ø Be prepared if they ask some behavioral questions –

Some questions they may ask you are:

- Tell me about your previous experience as a nurse.
- In what departments/areas have you previously been working?
- Could you tell me about any employment highlight or special achievement from your current/recent position.
- What do you consider to be your primary strengths?
- Are there any areas you would like to improve or develop?
- What motivates you to do a good job?
- What key words would you use to describe your personality?
- Could you tell me about your ideal team environment?
- What do you think you can bring to a team?
- Can you please tell me about a situation where you have had a problem/conflict with a colleague or supervisor?
- What aspects do you see as important in enabling you to work autonomously in the work place?
- Can you tell me about a time where you have acted as a patient advocate?

- Can you tell me about a time when you have had to deal with a customer complaint?
- Can you please tell about the last time your day/workload was particularly pressured/busy and how you managed this?
- Relocating to a new country and health system presents many challenges, describe what coping strategies you would use to overcome this?
- Have you ever made a nursing decision that turned out to be a mistake? And how did you handle this. Or tell me about a time you made a mistake at work and what the situation was and how it was handled.
- Tell what is the most that you have done to satisfy a patient. This would be the time to tell about a special recognition for going above and beyond the call of duty.
- How do you keep organized?
- How do you prioritize?
- If you fall behind or get overwhelmed, what do you do?
- What is your favorite type of patient?
- How do you adapt to changing situations such as being pulled to another assignment or a sudden change in your assignment (perhaps being floated)?
- What do you feel you would be bringing to \_\_\_\_ [hospital you are applying to] \_\_\_\_? What are your assets? (This is the same as asking about your strengths, it is just different wording.)
- Be prepared to talk about computer experience and computerized charting.
- Tell me what a typical day at work is like for you.

They may ask some, none or ALL of these! But it is better to be prepared for all possibilities.

You could prepare a written short answer to all of these questions just to be prepared.

### **Skype or Telephone Interviews**

- Make sure that you are in a situation where you will not be interrupted and that you are awake and alert before the interviewer calls you! If your interview is early in the morning it may help you to focus if you are up, showered and dressed!
- As this is a telephone interview, it is important to speak slowly and clearly with some animation in your voice! There is often a delay on the telephone line and so allow the interviewer to finish speaking before you answer. If you do not hear a question, do not be embarrassed to ask them to repeat it for you.
- Tell me about yourself! This is perhaps the most dreaded of all interview questions, your mind goes blank and you can't think of anything about yourself except – I have a good sense of humor! To avoid this happening we recommend that you prepare for this question before your interview. Begin to think about what you want the interviewer to know about you.

## Focus

- You should focus on your professional career and not include too much personal information. They are looking to employ you as an RN and this interview is your shot at showing them why they should offer you the job.
- List five strengths you have that are pertinent to the position (experiences, traits, skills, etc.).
- What do you want the interviewer to know/remember about you when the call is over?

## Scripting

- Prepare a script that includes the information you want to convey. Begin by talking about past experiences and proven success. Next, mention your strengths and abilities.
- **Conclude with a statement about your current situation:**
- "What I am looking for now is a clinical position that will provide me with new challenges and opportunities"
- **Practice makes perfect.**
- Practice with your script until you feel confident about what you want to emphasize in your statement. Your script should help you stay on track, but you shouldn't memorize it -- you don't want to sound stiff and rehearsed. It should sound natural and conversational.
- Even if you are not asked this type of question to begin the interview, this preparation will help you focus on what you have to offer. You will also find that you can use the information in this exercise to assist you in answering other questions. The more you can talk about yourself and your experiences, the easier it will be on the day of the interview.

## Tips for Telephone or skype Interviewing:

- Have your application form & skills checklist in front of you.
- You'll almost certainly be asked about some of the information that appears on this document.
- Make a cheat sheet (guión)
- Write down a few notes about the most critical points you want to make with your interviewer(s).
- Are there certain skills and experiences you want to emphasize?
- Do you have certain interests or passions you want your interviewer(s) to know about and understand? Be sure these pieces of information appear on your cheat sheet. Then touch on them during the interview, even if your only chance to do so is at the end of the session when the interviewer asks you if you have any questions or anything to add.
- Shower, groom and dress up (at least a little).
- Odd advice? Perhaps. But focusing on your appearance, just as you would for a normal interview, will put you in the right frame of mind from a psychological standpoint. You won't do as well in your phone interview if you're lying in bed, for example, or if you're draped over your couch in your pyjamas. It will help you focus if you are up, showered and dressed!

- Stand up or at least sit up straight at a table or desk.
- Again, there's a psychological, frame of mind aspect to consider here. But on a more tangible level, research has shown that you project yourself better when you're standing up, and you'll feel more knowledgeable and confident.
- Remember the facility already has reviewed a copy of your work history, skills checklists and applicable credentials before the interview.

### **Closing the interview**

- It is always important to have at least one question to ask at the end of the interview, even if you feel the person conducting the interview has answered everything. So prepare five or six questions before the interview and have them in front of you, this will show good preparation on your part. It is a chance for you to get the information you need to help you make an informed decision about the position.
- However, you should not ask where the answer is obvious or readily available, or when the topic has already been thoroughly discussed in the interview.
- We ask that you do not ask anything about salary or terms and conditions of the contract as the Clinical Manager who is interviewing may not be aware of the details and we can answer any of these questions for you before or after the interview.
- Here are a few suggestions:
  - What is the opportunity for ongoing education in the hospital?
  - What are your expectations of the person who is offered this position?
  - What qualities are you seeking in the person for this job?
  - When will you make your selection?

By preparing for the interview ahead of time you will feel more confident and present yourself well. There is no way you can predict what the interviewer is going to ask you, but you can prepare what you want him or her to know about you.

We wish you all the best for a successful interview!

***Some succeed because they are destined to, but most succeed because they are determined to!***

### ***Ejemplo de entrevista de trabajo:***

- **Human Resources Manager:** Please sit down, Ms Smith.
- **Ms Smith:** Yes, thanks.
- **HRM:** Well, I have your application form here. To be honest, I was very interested in your form, it seems one of the most interesting.

- **MS:** I have brought a reference from my last employer, if you would like to have a look at it.
- **HRM:** Thanks, I will take a look later
- **MS:** Unfortunately, the firm had to close down; otherwise I would still be there.
- **HRM:** Do not worry; it shouldn't be too difficult for you to find a job considering your skills. But there is a lot of competition of course.
- **HRM:** I think we can offer you something interesting. You might sometimes have to do overtime. But you'll have the normal holidays with pay.
- **MS:** Great! When do I begin work?
- **HRM:** Come round tomorrow and we will show you round the works