 **1st Evening Vocational High School of Trikala**

 **School Year 2020 – 2021**

 **Economy and Administration**

“**Prepare for your job interview” VOCABULARY**

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| intimidating = τρομακτικόςprepare = προετοιμάζομαιpreparation = προετοιμασία practice = εξάσκηση practise = εξασκούμαιinterview = συνέντευξηresearch = ερευνώtips =χρήσιμες συμβουλέςconsider = σκέφτομαι, θεωρώseek = ψάχνω, αναζητώcandidate = υποψήφιοςrequired = που απαιτείταιrequirements = απαραίτητη προϋπόθεση critical = αποφασιστικής σημασίαςanalyze = αναλύωmatch = ταιριάζωasset = προσόν, πλεονέκτημα, αγαθό, περιουσίαskills = δεξιότητεςqualities = ποιοτικά χαρακτηριστικά, certifications = πιστοποιήσειςexperiences = εμπειρίεςprofessional = επαγγελματικόςqualifications = προσόνταbring up = αναφέρωbe a great fit for… = είμαι απόλυτα κατάλληλος για…describe = περιγράφωdemonstrated = που παρουσιάζεταιfind out = ανακαλύπτωinterviewer = ο συνεντευξιαστήςwhether = αν company reviews = κριτικές για την εταιρείαclients = πελάτεςformer = πρώην | employer = εργοδότηςemployee = εργαζόμενοςcommon = κοινόςrespond = απαντώ, ανταποκρίνομαιthe first impression = η πρώτη εντύπωσηdress accordingly = ντύνομαι κατάλληλαattire = ενδυμασία, αμφίεση casual = χαλαρός, πρόχειρος, ανέμελοςneat = καθαρός, τακτικόςtidy = συγυρισμένος, τακτοποιημένοςwell–groomed = καλλωπισμένος, περιποιημένοςpositive image = θετική εικόναportfolio = χαρτοφύλακαςreferences = συστάσειςcell phone = mobile phone =κινητό τηλέφωνο credentials = προσόντα, πιστοποιητικάetiquette = εθιμοτυπία, πρότυπο συμπεριφοράς, πρωτόκολλοgreet = χαιρετώpolitely = ευγενικάpleasantly = ευχάρισταenthusiastically = με ενθουσιασμόshake hands = κάνω χειραψίαfirmly = σταθεράeye contact = οπτική επαφήarticulate = αρθρώνω, διατυπώνωpay attention = δίνω προσοχή be attentive = προσεκτικός, συγκεντρωμένος, εξυπηρετικόςahead of time = πριν την ώρα get directions = παίρνω οδηγίες, κατεύθυνσηroute = διαδρομήcompose = συνθέτωdiscuss = συζητώtowards = προς |

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| **Job Interview Questions*** What circumstance brings you here today?
* How would your best friend describe you?
* What are your strengths? -  What are your weaknesses?
* Why should we hire you?
* What can you do for us that other candidates can't?
* What are your goals?
* Where do you see yourself in five years?
* Why do you want to work here?
* What salary are you seeking?
* How do you alleviate stress?
* What is your typical way of dealing with conflict?
* What strategies would you use to motivate your team?
* What tools or habits do you use to keep organized?
* What was a major obstacle you were able to overcome in the past year?
* Tell me about two memorable projects, one success and one failure. To what do you attribute the success and failure?
* What did you like or dislike about your previous job?
* How do you handle failure?
* How do you handle success?
* Do you consider yourself successful? Why?
* Describe your work ethic.
* Describe your work style.
* Do you work well with other people?
* Do you take work home with you?
* How well do you assimilate into a new environment?
* How would you adjust to working for a new company?
* How would you describe the pace at which you work?
* What motivates you?
* Are you a self-motivator?
* What do you find are the most difficult decisions to make?
 | circumstance = περίστασηstrength = δύναμηweakness = αδυναμίαhire = προσλαμβάνωgoals = στόχοιsalary = μισθόςseek = αναζητώalleviate = ανακουφίζωdeal with = αντιμετωπίζωconflict = διαμάχη, σύγκρουσηstrategy = στρατηγικήmotivate = κινητοποιώ, δίνω κίνητροtools = εργαλείαhabits = συνήθειεςobstacle = εμπόδιοovercome = ξεπερνώmemorable = αξιομνημόνευτοςsuccess = επιτυχίαfailure = αποτυχίαattribute = αποδίδω consider = θεωρώethic = ηθική, ηθικές αξίεςassimilate into = απορροφώ, αφομοιώνωenvironment = περιβάλλον adjust to = προσαρμόζομαι σεpace = βήμαself-motivator = αυτός που παρακινεί τον εαυτό του  |