 **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 = τρομακτικός  prepare = προετοιμάζομαι  preparation = προετοιμασία  practice = εξάσκηση  practise = εξασκούμαι  interview = συνέντευξη  research = ερευνώ  tips =χρήσιμες συμβουλές  consider = σκέφτομαι, θεωρώ  seek = ψάχνω, αναζητώ  candidate = υποψήφιος  required = που απαιτείται  requirements = απαραίτητη προϋπόθεση  critical = αποφασιστικής σημασίας  analyze = αναλύω  match = ταιριάζω  asset = προσόν, πλεονέκτημα, αγαθό, περιουσία  skills = δεξιότητες  qualities = ποιοτικά χαρακτηριστικά,  certifications = πιστοποιήσεις  experiences = εμπειρίες  professional = επαγγελματικός  qualifications = προσόντα  bring up = αναφέρω  be a great fit for… = είμαι απόλυτα κατάλληλος για…  describe = περιγράφω  demonstrated = που παρουσιάζεται  find out = ανακαλύπτω  interviewer = ο συνεντευξιαστής  whether = αν  company reviews = κριτικές για την εταιρεία  clients = πελάτες  former = πρώην | employer = εργοδότης  employee = εργαζόμενος  common = κοινός  respond = απαντώ, ανταποκρίνομαι  the first impression = η πρώτη εντύπωση  dress accordingly = ντύνομαι κατάλληλα  attire = ενδυμασία, αμφίεση  casual = χαλαρός, πρόχειρος, ανέμελος  neat = καθαρός, τακτικός  tidy = συγυρισμένος, τακτοποιημένος  well–groomed = καλλωπισμένος, περιποιημένος  positive image = θετική εικόνα  portfolio = χαρτοφύλακας  references = συστάσεις  cell phone = mobile phone =κινητό τηλέφωνο  credentials = προσόντα, πιστοποιητικά  etiquette = εθιμοτυπία, πρότυπο συμπεριφοράς, πρωτόκολλο  greet = χαιρετώ  politely = ευγενικά  pleasantly = ευχάριστα  enthusiastically = με ενθουσιασμό  shake hands = κάνω χειραψία  firmly = σταθερά  eye contact = οπτική επαφή  articulate = αρθρώνω, διατυπώνω  pay attention = δίνω προσοχή  be attentive = προσεκτικός, συγκεντρωμένος, εξυπηρετικός  ahead of time = πριν την ώρα  get directions = παίρνω οδηγίες, κατεύθυνση  route = διαδρομή  compose = συνθέτω  discuss = συζητώ  towards = 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 = περίσταση  strength = δύναμη  weakness = αδυναμία  hire = προσλαμβάνω  goals = στόχοι  salary = μισθός  seek = αναζητώ  alleviate = ανακουφίζω  deal with = αντιμετωπίζω  conflict = διαμάχη, σύγκρουση  strategy = στρατηγική  motivate = κινητοποιώ, δίνω κίνητρο  tools = εργαλεία  habits = συνήθειες  obstacle = εμπόδιο  overcome = ξεπερνώ  memorable = αξιομνημόνευτος  success = επιτυχία  failure = αποτυχία  attribute = αποδίδω  consider = θεωρώ  ethic = ηθική, ηθικές αξίες  assimilate into = απορροφώ, αφομοιώνω  environment = περιβάλλον    adjust to = προσαρμόζομαι σε  pace = βήμα  self-motivator = αυτός που παρακινεί τον εαυτό του |