



## A Job Interview Part 1 (Adv.)

### About this lesson

In this lesson, you'll learn:

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

### Tell me about your experience...

Tell me about your experience with this company.

درباره سوابق و تجربیاتت در این شرکت برایم بگو.

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

I worked there for two years.

دو سال آنجا کار کردم.

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

آن موقع، توانستم یک روند سازمانی جدید را **به مورد اجرا بگذارم**.

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

این روند را **ساماندهی** کردیم تا بهره وری آن بیشتر شود.

### My accomplishments

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

در افزایش **تولید** دپارتمانم موفق بودم.

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

این پروژه را **پیش از تاریخ مقرر تحویل** دادم.

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

توانستیم مسائلی پیچیده را با موفقیت **عیب یابی** کنیم.

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

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

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

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

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

عضویت در تیم برای تو به چه معنی است؟

It's important to be able to trust that your teammates are all **pulling their own weight**.

این که آدم بتواند به اعضای تیمش اعتماد کند که می توانند **بار خود را بکشند**، مسئله مهمی است.

Communication is **the key** to making a team work together successfully.

برقراری ارتباط **کلید** تشکیل موفقیت آمیز یک تیم است.

Team members need to be **positive** and treat each other respectfully.

اعضای تیم باید **مثبت** باشند و با یکدیگر محترمانه رفتار کنند.

## How do you deal with conflict?

How do you deal with conflict in the workplace?

با کشمکش در محل کار چطور کنار می آیی؟

I try to work with others to **reach a compromise**.

سعی می کنم برای رسیدن به **مصالحه** با دیگران همکاری کنم.

It's often possible to find a **win-win solution** by collaborating.

همیشه این امکان هست که از طریق همکاری با هم، **راه حلی** یافت که به نفع هر دو طرف باشد.

If it's over something small, sometimes it helps to **make a small concession**.

اگر بر سر یک موضوع کوچکی، گاهی **دادن امتیازهای کوچک** به طرف به حل مسئله کمک می کند.

I try to be firm but **diplomatic** when I disagree with someone.

وقتی با کسی مخالفت دارم سعی می کنم محکم اما **باسیاست** باشم.