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How to pass a job interview in english pdf

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Daniel Rocha Engineering Manager @ Microsoft explains how to avoid avoidable errors in work interviews. Don't talk too much, or for too long, and pause to make your "step elevators" in a way that ensures interviewers that you can manage yourself in a cycle with their peers and managers. Avoiding these errors is entirely under the control of the interviewee, having nothing to do with the attitude, the competence, the interviewer having a bad day, or not to be adapted for a certain position. MicrosoftDisclaimer manager: this reflects my personal opinions, not those of my employer. Over the last few years, I interviewed hundreds of candidates for software engineering positions, management of engineering management software, product management and the product, the evangelism of technology and others. He has always bothered me how many sabotage people accidentally, making entirely avoidable mistakes in the early stages of interviews and telephone screens, preventing interviewers to learn more about those candidates, forcing the premature end of the process for them. They call these avoidable mistakes because it does not make them entirely under the control of the interviewee, having nothing to do with the attitude, the competence, the interviewer having a bad day or not to be adapted for a certain position. If you can avoid them (and you can!), Then you are already out of the crowd, to be able to make your "plot lift" in a way that ensures interviewers that you can manage yourself in a cycle with their peers and managers. Without further ADO, it's so that you can do better in your job interview: a brief introduction is a brief introduction! Not an invitation for you to read through your curriculum. So when requested by the interviewer to give "a quick introduction so that we can start", do it. Time 90 seconds or less. This concerns who you are, not (yet) on what you did. We make derision: interviewer: "My name is X, I was in this company for 5 years, doing X, Y, Z, and before this I spent most of my career doing mobile development, now I'm managing this Team and I am responsible for recruitment for this position. "You: "My name is y, I started in 19xx, when I was born, then went to school, where I learned to read (...). Then I have He had the opportunity to learn Docker, which I think is the future with Kubernetes, AI and the Blockchain. "Wrong. This is what you did, not who you are. You are: "My name is y, I am an engineer / marketer / product, I graduated in X, state in this market for 5 years, more recently in company y, and I love being at the intersection of product and engineering. And that's why I asked for the position ". Exputation of Timedon't speaks too much, or for too long. If you talked about 5-6 minutes without pause, your interviewer is probably already distracted and unable to put your story along with a coherent set. Keep the answers short and to the point. create pauses, ask if the interviewer has questions, he continually checks to see if the person is still with you. If not, it's probably time to stop talking. A couple of additional suggestions here: If the interview company requires that people take notes on your answers, you can pay attention when the interviewer stopped typing. It probably means you're not adding anything to your answer, so change gears. A second cue is that, for video interviews (or lives, as in the good days of OLE), if the person you are talking to is static, not reacting to everything you said, it's a good sign that You should stop talking. What is your motivation? "Why did you apply for this location?" It is considered by many questions Easy in an interview. Well, I have news for you: it's not. There are many ways to answer this question in a way that you will immediately increase the suspicion in a good interviewer who you don't know which position you are applying, which could be a terminal error in a selection process. This is some wrong answers: "Because" Because X is a big company! "- yes, it is, but it could also have thousands of job offers, so that you are essentially saying, you would make yourself happy to have one of these jobs" Technology is a great sector to be in law Now "- a variation on the previous point, it is said nothing about your interest in this position. "Because it is not very hands-on, from the description of the work" - even if the position is not hands-on (and those they are becoming rare in all sectors), which describes your motivation on a negative / non-content-i-not-have-to-do-this way sends a bad sign that are not interested in how things are built, Only in the results. Some good: "Because the description of the work says I would have done the work of great impact with health care partners, including the most important ones, and this is something that passions me" "I am very passionate about development Mobile to Swift and also UX, and watching the products of your company, see Or that you have great care for your user experience, and I was looking for a position where I can excel in both "In short, read the job description, figure out 2-3 things you like, talk about them. If it is not possible, it is not better not the teamwork of Apply.it (at least not now) as a sports person, I am a great fan of two special coaches. Bill Belichick, New England Patriots, and Bernardo Rezende, Previously from the Brazilian national volleyball team. You probably know the first, but the second is also a phenomenal coach: he won medals with both men and female ina six Olympics Straight, from 1996 to 2016. Twenty years to the absolute top.What what do they have in common? For both, it is all a matter of strength of the team. None of the two is shy to discard a star player who is not a team player. It is always the team. I believe (after many mistakes) that I have learned to be a team player in my career, and this is a good thing to be. In the interviews, however. Interviews. As you are, what are your motivations, what are you okay, and what you have reached in the past. When talking about an occasion with you, a hiring manager wants to understand what your individual successes are. Instead of talking about what "we" did, talk about what you did. Of course, he was working with a team of people, but focusing on what your individual contributions Were.Instead of "We designed a high-performance distributed system for 5 billion users", says "I designed the X component that is Status integrated into a high-quality system distributed for 5 billion users ". Then you can discuss the exact flow rate, which makes the cool interview and concentrate. If you are a product manager, talk about your individual impact, be that on new ideas, increases or improvements. A special case here: if a marketer, don't get closer to answer "I informed the agency on the idea of the campaign ...". If you are alone a idea from the creative department of an implementation agency, did you do anything? If you have originated the idea, you'll be it. Otherwise, think of your concrete and (extremely important) impact as the results were measured. There will be opportunities to talk about your teamwork credentials, but until then you will arrive, let people know who you are and what you did. Question Question This was placed it is difficult. There may be a linguistic barrier, or you may be nervous, or you may not have heard it correctly. When you ask you a question, take a few seconds to understand it before you start talking. There are a lot of mistakes that can be done here, but the most common, in my opinion, isa to give an answer to a hypothetical question that asks for an example.more concrete often, you are To give to specific example, which the interviewer would like drill-down to follow-up questions. Many people answer any questions with a generic example that follows-up impossible, at least without asking more questions, which consumes time from your shine opportunity. For example, if requested "you can tell me a one When did you have to manage the conflict in your team? ". A surprisingly common response is:" When the conflict occur, I try to analyze the main cause, I sit with both sides and identify the reason why this had to be increased, finding ways de-increases the situation, solving it using the Data, not opinions and pay attention to prevent it in the future ". This is a fantastic answer! Except that he did not answer the question. The question was" to talk to me a moment when you had to manage the conflict ". Something that's already Success, in the past, not a hypothetical situation. Semi-process, if you are asked for a hypothetical question: "As you would like to design a system for X", you want to start with a white sheet. You may have designed a similar system in the past, and this is " A good advantage for you, but the question is how you would do so knowing what you know now. For example: "I designed a system for x in my previous work. I understood the requirements, he made some estimates, he chose options A, B, C, then made a drawing for this, experienced and ylatored, etc. "Once again, a good answer that does not answer the question. A much better answer is:" I would start understanding the requirements, making some estimates, and generally in this scenario most teams would choose the option A, but I have Some experience with this type of system, so I think B is the best choice, because its performance is 80% of A but costs only 50% ". This is a great answer showing that you can build up A foundation when you see a new problem in the future. This is an experience. ConclusionInterViews is difficult. A high-pressure situation you are nervous, your interviewer can be nervous, and your knowledge and skills will be judged in a time very short, with a small series of questions. Following these suggestions, I hope you can make the best use of this short time to convey your best and succeed. Although there is a lot in interviews that is not under the your control (and is A good thing to accept), avoiding simple mistakes. Good luck! 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