

(JOB) INTERVIEWS = RAZGOVORI

Potem, ko ste poslali svojo prijavo za željeno delovno mesto, ste presrečni, ker ste prejeli povabilo na razgovor. Da bo razgovor uspešnejši, je vredno vložiti nekaj truda in priprav. Te bodo z našo pomočjo veliko lažje, saj vam v tem poglavju ponujamo vse potrebno, da angleški jezik ne bo ovira.

1. TYPES OF INTERVIEWS = VRSTE RAZGOVOROV

- traditional interviews = klasični razgovori → vključujejo splošna vprašanja tipa 'Zakaj želite delati v tem podjetju?' in 'Katere so vaše prednosti in slabosti?'
- situational interviews = situacijski razgovori → iskalec zaposlitve je postavljen v hipotetično situacijo in nadrejeni ocenijo, kako dobro se odreže v dani situaciji in ali je kandidat sposoben rešiti nek problem
- behavioral/behavioural interviews = vedenjski razgovori → temeljijo na vprašanjih, ki preizkušajo preteklo vedenje iskalca zaoslitve, npr. kako je odreagirjal v določenih situacijah: 'Kaj mi lahko poveste o tem, ko niste dosegli pričakovanih ciljev/ste izgubili ta posel?'
- stress/intimidation interviews = stresni razgovori → delodajalci načrtno poskušajo preveriti kandidata, kako se obnese pod stresom; postavijo mu provokativno ali sarkastično izjavo, morda pustijo iskalca zaposlitve dolgo čakati in ocenijo njegov odziv
- screening interviews = opazovalni/testni razgovori → razgovor pripravi in ga vodi nekdo, ki je usposobljen za psihološko ocenjevanje kandidatov in lahko tako izloči neustrezne candidate

2. USEFUL VOCABULARY = UPORABNO BESEDIŠČE

- accomplishments = dosežki (v svoji karieri, ki jih poudariš pri iskanju službe)
- applicable skills = uporabne spretnosti/veščine
- applicant = kandidat
- application = prijava
- application form = prijavnica
- apprentice/trainee = pripravnik
- apprenticeship = pripravništvo
- assessment = ocena
- background check = preverjanje (ko delodajalec preveri resničnost podatkov, ki jih iskalec zaposlitve navede v življenepisu oz. prijavi)
- cold call = telefonski klic, ki ga iskalec zaposlitve opravi, čeprav ni bilo razpisanega določenega delovnega mesta
- commuter = delavec, ki se redno vozi na delovno mesto/vozač
- cover letter = spremno pismo (ki ga iskalec zaposlitve doda k življenepisu)
- curriculum vitae (CV) = življenepis/CV
- declining letter = zavrnilno pismo
- employee = zaposleni
- employer = delodajalec
- employment = zaposlitev
- employment gaps/breaks = čas/obdobja med različnimi zaposlitvami nekega posameznika (čas, ko je le-ta nezaposlen)
- flex(i)time = sistem, pri katerem zaposleni sam izbere kdaj začne in konča delo, mora pa opraviti določeno število ur
- full-time job = služba s polnim delovnim časom
- interlocutor = sogovornik
- job = zaposlitev/služba
- job interview = razgovor (za službo)
- job position = delovno mesto
- job seeker = iskalec zaposlitve
- marital status = stan (poročen/samski)
- negotiations = pogajanja

- occupation = zaposlitev/profesija
- part-time job = služba z nepolnim delovnim časom/s polovičnim delovnim časom
- performance = uspešnost
- persuasive = prepričljiv
- probation = preizkusna doba
- profession = profesija/poklic
- qualification = kvalifikacija/usposobljenost
- reference = priporočilo/referenca
- regular job = redna služba/zaposlitev
- rejection = zavrnitev
- responsibilities = odgovornosti
- resume = povzetek o karieri in dosežkih nekoga
- salary (for professional workers or for people working in an office/every month) = plača (vsak mesec)
- selection = izbira
- skilled worker = izkušeni delavec
- strengths = moči/prednosti
 - communication skills = komunikacijske sposobnosti
 - competent = sposoben
 - cooperative = voljan pomagati ali sodelovati
 - creativity = kreativnost/izvirnost
 - determination = odločnost
 - diplomatic = diplomatičen
 - efficiency = učinkovitost
 - efficient = učinkovit
 - energetic = energičen
 - enthusiastic = navdušen
 - experiences = izkušnje
 - flexibility = prilagodljivost/fleksibilnost
 - generous = velikodušen
 - genuine = pristen/odkrit
 - good manager = dober vodja
 - hard-working = delaven
 - honest = iskren
 - honest = pošten
 - independent = samostojen
 - innovative = inovativen
 - kind = prijazen
 - lively = živahen
 - mature = zrel
 - motivated = motiviran
 - open-minded = dovzeten
 - patient = potrpežljiv
 - practiced = izkušen/spreten
 - prepared = pripravljen
 - problem solver = dober v reševanju problemov
 - quick learner = hiter učenec
 - reliable = zanesljiv
 - resourceful = iznajdljiv/domiseln
 - self-confidence = samozavest
 - self-disciplined = samodiscipliniran
 - self-sufficient = samostojen/neodvisen
 - sensitive = razumevajoč
 - sincere = iskren
 - sociable = družaben
 - strong leader = močan vodja
 - trustworthy = vreden zaupanja
 - versatile = vsestranski
 - well-organized = dobro organiziran

- to accomplish = doseči
- to advertise = oglaševati
- to apply for a job = prijaviti se za neko delovno mesto
- to asses = oceniti
- to be unemployed/to be out of work/to be on the dole (British English) = biti brezposeln/nezaposlen
- to employ = zaposliti
- to excel (in) = odlikovati se v
- to fire/sack (British English)/dismiss somebody/to give somebody notice = nekoga odpustiti
- to get a raise (American English)/rise (British English) = dobiti višjo plačo
- to handle = izpeljati
- to negotiate = pogajati se
- to quit/to resign/to hand in one's notice = dati odpoved
- to recruit = zaposlovati/novačiti (nove zaposlene)/rekrutirati
- to reemploy = ponovno zaposliti
- to reject = zavriniti
- to run a firm/business = voditi/upravljati podjetje
- to select = izbrati
- to work in shifts = delati v izmenah/delati izmensko
- to work overtime = delati nadure
- trade = obrt
- training = izobraževanje/urjenje
- unemployment = brezposelnost
- unemployment benefit/dole money (British English) = (socialna) podpora za brezposelne
- vacancy = prosto delovno mesto
- wage cut = znižanje plače
- wage group = plačna skupina
- wage/wages (for work or services/every week) = plača (vsak teden)/mezda po urni postavki
- weaknesses = pomanjkljivosti/slabosti
- worker = delavec

3. USEFUL PHRASES = UPORABNE FRAZE

3.1. STARTING A JOB INTERVIEW = ZAČNEMO RAZGOVOR

3.1.1. Welcoming a candidate/the interviewer = Pozdravimo kandidata/tistega, ki izprašuje

- Hello, it's nice to welcome you here. Feel free to ask any questions you may have. = Pozdravljeni. Z veseljem vas pozdravljam tukaj. Če boste imeli kakršnokoli vprašanje, vam bom z veseljem odgovoril.
- Hello, Mr Brown. I hope you'll enjoy this interview. = Pozdravljeni, gospod Brown. Upam, da boste uživali na današnjem razgovoru.
- Hello, Mr Brown. Today we'll start by ... Then we'll continue with ... Towards the end, I'll be happy to answer any questions or discuss the points in more detail. = Pozdravljeni, gospod Brown. Začela bova z ... Nato bova nadaljevala z ... Proti koncu bom z veseljem odgovoril na morebitna vaša vprašanja ali bolj natančno obdelala točke razgovora.
- I'm sorry, I didn't quite catch your name... = Se opravičujem, ampak nisem slišal vašega imena...

3.1.2. Candidate = kandidat

- Hello, I'm Martin Brown. Thank you for your welcome. = Pozdravljeni. Sem Martin Brown. Hvala za vašo dobrodošlico.

- Hello. It's nice to meet you/I'm pleased to meet you. = Dober dan. Veseli me, da sem vas spoznal.

3.2. DURING AN INTERVIEW = MED RAZGOVOROM

3.2.1. Giving some information about the job position/company = Predstavitev delovnega mesta/podjetja

- Let me fill you in on all the details of this position. = Naj vas seznanim s podrobnostimi tega delovnega mesta.
- I'd be happy to tell you something about our company. = Z veseljem vam lahko malo predstavim naše podjetje.
- I'd like to present a few facts about the job position. = Rada bi vam predstavil nekaj dejstev o tem delovnem mestu.

3.2.2. Questions and possible answers = Vprašanja in možni odgovori

- **Question:** So, Mr Brown, why did you apply for the job? = Gospod Brown, zanima me, zakaj ste se prijaviili na to delovno mesto?

Answer 1: Well, I've always wanted to work in this company/sector/to work because... and I feel I have the right profile and experiences for the position. = Vedno sem želel delati v tem podjetju/v tem sektorju ... in mislim, da imam pravi profil in izkušnje za to delovno mesto.

Answer 2: Because I sincerely believe I have the best profile for the job. = Iskreno verjamem, da imam najboljši profil za to delovno mesto.

Answer 3: Because I would really like to have the opportunity to use/develop my skills (and experience). = Zato, ker bi res rad imel priložnost uporabiti/razviti svoje sposobnosti (in izkušnje).

- **Question:** What type of position are you looking for? = Kakšno delovno mesto/delo vas zanima?

Answer 1: I would like any position for which I am qualified. = Rad bi kakršnokoli mesto, za katerega sem usposobljen.

Answer 2: I'm looking for a position in which I can utilize my experience/skills/knowledge. = Želim si delovno mesto, na katerem bom lahko koristno uporabil svoje izkušnje in spretnosti/znanje.

- **Question:** Tell me a bit about your experience. / What experience do you have? = Povejte mi nekaj o vaših izkušnjah. / Kakšne so vaše izkušnje?

Answer 1: My background is in administration/finances/... In my previous job I was responsible for/was in charge of/was working as... = Moje ozadje je administracija/so finance/... Na mojem prejšnjem delovnem mestu sem bil odgovoren za/sem vodil/sem delal kot...

Answer 2: I have experience in working in a large company which will allow me to develop my skills and take on new responsibilities. = Imam izkušnje z delom v velikem podjetju/organizaciji, ki mi bodo v pomoč pri razvijanju mojih sposobnosti in prevzemanju novih odgovornosti.

- **Question:** This job frequently involves working under pressure. How would you cope with that? = To delovno mesto pogosto vključuje delo pod pritiskom. Kako bi se spopadli s tem?

Answer: My experiences have proved that I actually work even better under pressure. However, I always believe in proper planning and time management to get the work done efficiently. = Moje izkušnje so pokazale, da lahko delam še boljše, kadar sem pod pritiskom. Vendar pa sem mnenja, da ustrezno in učinkovito načrtovanje in razpolaganje s časom najbolj pozitivno vplivajo na učinkovito opravljeno delo.

- **Question:** What do you consider to be your greatest strength? = Katera je vaša največja prednost/pozitivna lastnost? → **Pri tem vprašanju ne bodite skromni in vedno navedite primer.**

Answer: (As I mentioned earlier) I work well under pressure. Whenever there is a deadline or problems with the customer's requests I can stay focused and organize my schedule well. I remember the time when an important client insisted on changing the whole project minutes before launching the product. I succeeded in convincing the client that we did not have to change the project and even offered him another idea for our next project which he accepted. = (Kot sem omenil prej) lahko dobro delam pod pritiskom. Kadarkoli imamo (skrajni)rok ali pa težave z zahtevami stranke ostanem osredotočen in lahko dobro organiziram svoj urnik. Spominjam se, ko je naša pomembna stranka vztrajala, da spremenimo celoten project malo pred lansiranjem izdelka. Uspel sem prepričati stranko, da projekta ni potrebno spremeniti in ji celo ponudila idejo za naslednji skupen projekt, ki jo je stranka sprejela.

- **Question:** How do you handle failure? = Kako prenašate neuspeh/se odzovete na neuspeh?

Answer: Well, I usually give myself a short time to feel sad. I always try to analyze why something went wrong. Thus I can prevent the mistake from happening again. = Navadno se le kratek čas počutim slabo. Vedno analiziram vzrok za napako, tako da preprečim njeno ponovitev v prihodnje.

- **Question:** What do you consider to be your greatest weakness? = Katera je vaša največja pomanjkljivost? → **Pri tem vprašanju je potrebno omeniti neko vašo pomanjkljivost, ki je pravzaprav lahko pozitivna. Dobro je dodati, kako bi lahko to pomanjkljivost izboljšali.**

Answer: I'm a very dedicated person and I expect the same kind of dedication from other people. This is sometimes annoying to my co-workers. = Sem zelo predan svojemu delu in to pričakujem tudi od drugih ljudi. To je včasih mojim sodelavcem nadležno.

- **Question:** When can you start? = Kdaj lahko začnete?

Answer 1: As soon as you would like me to begin. = Kakor hitro boste želeli, da začnem.

Answer 2: Immediately. = Takoj.

Answer 3: In three months' time. = Čez tri mesece.

Answer 4: I have a notice period of three months. = Imam tri mesece odpovednega roka.

3.2.2.1. Other common interview questions = Ostala pogosta vprašanja na razgovorih

- Can you describe your ideal work environment? = Ali lahko opišete svoje idealno delovno mesto?
- Why did you leave your previous job? / Why do you want to leave your present job? = Zakaj ste pustili prejšnje delovno mesto? / Zakaj želite pustiti sedanje delovno mesto?
- How would you handle ... (e.g. last-minute problems with the account...)? = Kako bi rešili/ravnali z ... (npr. s težavami z računom, ki bi se pojavile zadnji hip...)?
- What did you like or dislike concerning your previous job? = Kaj vam je bilo všeč in kaj ne v zvezi z vašim prejšnjim delovnim mestom?
- What were the biggest accomplishments/problems at your previous job? = kateri so bili največji dosežki/težave na prejšnjem delovnem mestu?
- What were your expectations about your previous job and how were they met? = Kakšna so bila vaša pričakovanja glede prejšnjega delovnega mesta in v kolikšni meri so se izpolnila?
- Why did you lose the job? = Zakaj ste izgubili delovno mesto?

3.2.2.2. Follow-up questions = Nadaljna vprašanja

- Could you please tell more about.../about it/about this? = Ali mi lahko poveste več/o tem?
- What exactly did you mean by...? = Kaj (natančno) ste mislili z...?
- Could you enlarge on that, please? = Ali lahko (to) prosim obširneje predstavite/razložite?
- Could you please give an example of...? = Ali lahko prosim daste primer ...
- I'm sorry, I didn't (quite) understand what you said. = Oprostite, nisem povsem razumel kar ste povedali.
- Would you mind repeating what you've (just) said? = Lahko prosim ponovite, kar ste (pravkar) povedali/rekli.