



Jak przygotować się do rozmowy kwalifikacyjnej po angielsku

7 najczęściej zadawanych pytań 50 gotowych do użycia fraz

Blow your next interview out of the water with our simple tips

Ebook przygotowany przez [Angloville](#) - najbardziej zindywidualizowane kursy języka angielskiego w Europie. Stawiamy na komunikację „1 na 1” z native speakerami.

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Witaj!

Niewiele rzeczy denerwuje tak bardzo, jak rozmowa kwalifikacyjna - szczególnie w obcym języku!

Zdecydowanie należy się przygotować, masz bowiem tylko jedną szansę na zrobienie dobrego wrażenia. Kolejnej nie będzie! Kluczowym jest, abyś każdą rozmowę odbywał z konkretnym planem działania i tego, jak zaimponować pracodawcy.

Jestem Ewa i w tym e-booku nauczę Cię odpowiedzi na 7 najważniejszych pytań. Łącznie to ponad 50 gotowych, sprawdzonych fraz i odpowiedzi czekających jedynie na użycie! Pracuję w [Tutlo](#), platformie do nauki angielskiego online z native speakerami. Treść tej książki przygotowywali ze mną wybrani nativi z armii ponad 2000 zarejestrowanych w Tutlo.

Welcome!

Few prospects get butterflies fluttering in your stomach like a job interview.

I cannot stress the importance of interview preparation! You only get one chance to prove to a potential employer why you're the right candidate for the job. It's imperative you walk into each and every interview with a premeditated plan for selling yourself.

My name is Ewa and in this short course you will have the chance to learn 50 really useful English phrases which will certainly be effective before an interview. I work at [Tutlo](#), which is an online service for learning English with native speakers, and we used our 2000-strong army of them to prepare this document.

What can you expect from this course? You will get a large amount of vocabulary, phrases and sample answers.

To help you prepare I've put together some handy phrases covering what you'll typically discuss at a job interview.

Przywitanie - rozpoczęcie rozmowy kwalifikacyjnej

After greeting, shaking hands and introducing yourself, the next thing that interviewers are probably going to ask you to do is to talk about yourself.

You will immediately hear:

“Tell me something about yourself”, which means *Powiedz mi coś o sobie*

How can you answer and what to avoid? – *jak możesz odpowiedzieć I czego unikać?*

Make sure you don't use any informal slang.



Now, this might seem easy for you – you've practiced it in your English class so much, but they don't want to hear every single detail. Avoid saying something like: I was born in London. I love playing the computer and surfing the net or I have two sisters.

Sample description: I've been working as a junior chef at a small Italian restaurant for 2 years and my duties included assisting the head chef and preparing salads. I have always been interested in food and cooking which was why I chose to follow this career path. I studied at college, where I gained my first level cooking diploma.

Przykładowy opis: *Od 2 lat pracuję we Włoskiej restauracji na stanowisku: młodszy kucharz. Do moich obowiązków należy asystowanie szefowi kuchni oraz przygotowywanie sałatek. Od zawsze interesowałem/am się jedzeniem i gotowaniem dlatego zdecydowałem/am się podążać tą ścieżką kariery. Ukończyłem/am studia na ***** gdzie uzyskałem/am mój pierwszy dyplom ukończenia szkoły gotowania.*

And here are some useful phrases that you can say:

- I come from Gdańsk but I live in Warsaw - *pochodzę z Gdańska, ale mieszkam w Warszawie*
- I have graduated from the University of... - *ukończyłem/am Uniwersytet...*
e.g. I have graduated from the Oxford University in England.
- I have worked for 2 years as a... - *pracowałem/am przez 2 lata jako...*
e.g. I have worked for 2 years as a waitress.
- I have been working as a.....for 5 years - *Od 5 lat pracuję na stanowisku.....*
- I have worked for various companies including... - *Do tej pory pracowałem/am dla różnych firm jak...*
e.g. I have worked for various companies including Coca-Cola and Danone

PYTANIE 1: What are your strengths?

Jakie są twoje mocne strony?

When your interviewer asks you this question, they want to know all your positive qualities. These positive qualities need to relate to what they want and are looking for.

So before you head into your interview, make sure you do your research as to what kind of person suits this job. Treat this question as a chance to advertise yourself - you are the product, now market yourself. The thing to remember here is not to just list a number of adjectives (anyone can do this). Instead, use examples to support your point.



For example, you could answer with any of the following:

to be confident – having belief in yourself, and your abilities

e.g. I'm confident that I would make valuable addition to your team.

to be conscientious – someone who takes care over work they are given to.

e.g. I'm very conscientious. I take care to make sure I do a good job.

to be diligent – someone who works hard, and pays attention to what they do.

e.g. I'm a very diligent person. I'm good at applying myself to tasks.

to be easy-going – someone who is easy to get along with.

e.g. I'm pretty easy-going. I find it easy to get along with people.

to be reliable – a person who won't let you down.

e.g. I'm very reliable. You can depend on me to get the job done on time.

to be methodical – someone who pays attention to detail.

e.g. I'm very methodical. I really take care over my work.

To be a team-player – *to work well with others.*

e.g. I'm a team player. I'm happy to collaborate with other people on projects.

To be punctual – to be on time.

e.g. I'm a punctual person. I always arrive early and complete my work on time. My previous job had a lot of **deadlines** (time when you must finish something by) and I made sure that I was organized and **adhered to** (respected) all my jobs.

Jestem punktualny/na. Zawsze przychodzę przed czasem a swoją pracę wykonuję na czas. W mojej poprzedniej pracy musiałem/am wywiązywać się z powierzonych mi zadań w terminie co upewniło mnie w fakcie, iż jestem osobą dobrze zorganizowaną i oddaną pracy.



To be ambitious – to have goals, to be keen to get on at work.

e.g. I'm quite ambitious, and this job would be a great opportunity for me.

I'm ambitious. I have always set myself goals and it motivates me to work hard. I have achieved my goals so far with my training, education and work experience and now I am looking for ways to improve myself and grow.

Jestem ambitny/na. Zawsze wyznaczam sobie cele co jeszcze bardziej mnie motywuje do pracy. Do tej pory zrealizowałem wyznaczone cele na płaszczyźnie szkoleń, wykształcenia i pracy zawodowej. W obecnej chwili szukam sposobu na rozwój osobisty.

To take initiative – to do something without having to be told to do it.

e.g. When I work, I always take initiative. If I see something that needs doing, I don't wait for instruction, I do it. I believe that to be get anywhere in life, you need this quality.

Kiedy pracuję, zawsze podejmuję inicjatywę. Jeśli widzę coś, co należy zrobić, nie czekam na instrukcje tylko to robię. Uważam, że aby osiągnąć coś w życiu ta cecha jest wymagana.



To be proactive – To do things and make them happen.

e.g. I'm proactive. When I think about things, I do them. I like to see results and it's important in this industry to be proactive and responsible for your own actions.

Jestem osobą, która lubi wychodzić z inicjatywą zrobienia czegoś. Kiedy o czymś pomyślę, robię to. Cenię widoczne rezultaty i wiem, że ta cecha jak również bycie odpowiedzialnym są ważne w tej branży.

To keep your cool – To stay calm in all kinds of situations.

e.g. I think it's really important to be able to stay calm when you're working as a reporter. It can get really stressful, but one of my greatest qualities is that I can keep my cool and I don't allow the pressure to get to me, which helps me achieve all my goals and remain focused.

Uważam, że w pracy reportera ważne jest aby być opanowanym. Jednak czasami zdarzają się stresujące sytuacje. Moją zaletą jest to, że potrafię zachować zdrowy rozsądek i nie dopuścić aby stres przejął kontrolę nade mną co pomaga skupić się na zamierzonych celach.



Now, here is an example statement (*przykładowa wypowiedź*):

“I have several strengths I can bring to this job. First of all, my background experience and education are a perfect fit for this position. Second, I have excellent written and oral communication skills. And last, I am very flexible and adaptable to new situations at work”.

“One of the strongest points is my ability to work with a various people. Regardless of the situation, I have the ability to adapt and work under any circumstances. In my last job I worked for a small company with 13 people all speaking various languages, and still managed to stay focused”.

“My strength is my ability to remain calm in chaotic situations. I have had to keep my cool in every job I have ever held. I manage to stay centered no matter what is happening, and as a result the people around me feel calmer”.



PYTANIE 2: What are your weaknesses?

Jakie są twoje słabe strony?

“What? I don’t have any weaknesses!”

Of course you do – no one’s perfect. Everyone has weaknesses, but what they’re checking for here is how you try to fix your weaknesses and they also want to know how self-aware (how much you know about yourself) you are. Remember to turn those weaker qualities into positive qualities :)

Here are some sample answers:

- **Lack of assertiveness** – *brak asertywności*
- When I'm working on a project, I don't want just to meet deadlines (a time or a day by which something must be done). Rather, I prefer to complete the project **well ahead of schedule**.
- Being organized wasn't my strongest point, but **I implemented a time management system** that really helped my organization skills.
- My weakness is my memory. Sometimes I forget things and have to put **little stickies up to remind myself** what I have to do.

PYTANIE 3: Describe your previous experience

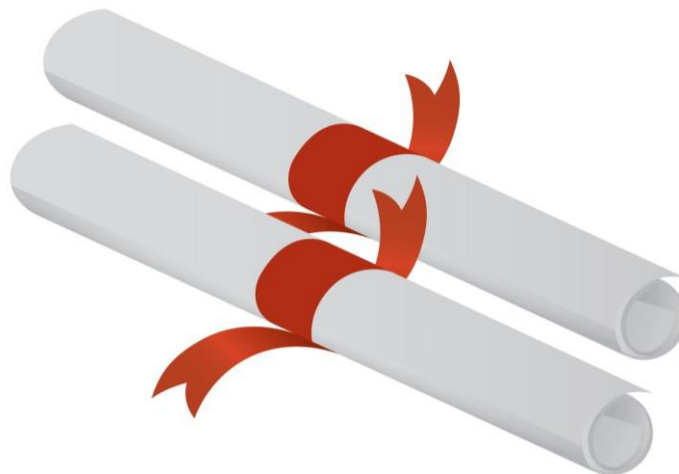
Powiedz coś o swoim doświadczeniu zawodowym (oraz obecnym stanowisku pracy)

- **I have worked as ...** - *pracowałem/łam jako...*
e.g. I have worked as a waitress in the most popular restaurant in London.
- **I have experience in the field of...** - *mam doświadczenie w dziedzinie...*
e.g. I have experience in the field of marketing.
- **My last job involved...** - *moja ostatnia praca dotyczyła...*
e.g. My last job involved preparing invoices and answering the phone.
- **I have had a job...** - *miałem/łam pracę...*
e.g. I have had a job as a chef.
- **I have ... years' experience** in the field – *mam....lat doświadczenia w branży....*
e.g. I have 4 years' experience in the field of IT.
- **Proven track record...** - *posiadam świadectwo pracy...*
e.g. I have a proven track record in teaching.
- **Having completed my training** as a/an... I'm now looking for a post in... - *ukończywszy kurs z... - obecnie poszukuję pracy na stanowisku...*
- **I am currently attending school** where I'm doing a course in Business Administration - *obecnie uczęszczam do szkoły gdzie robie kurs administracji*
- **During my studies I did two internships** abroad - *podczas studiów odbyłem dwa staże za granicą*

PYTANIE 4: Tell us about your education

Powiedz coś o swoim wykształceniu

- **I have studied at** the University of Birmingham... - *studiowałem/ałam na uniwersytecie* w *Birmingham*
e.g. I have studied at the Warsaw University for 5 years.
- **I have graduated from...**- *ukończyłem/łam...*
e.g. I have graduated from the University of Warsaw.
- **I attended...** - *uczęszczałem/uczęszczałam*
e.g. I attended the University of Birmingham.
- **I have completed...** - *ukończyłem/łam*
e.g. I have completed a course of study in accounting – ukończyłam kurs księgowości



PYTANIE 5: Where do you see yourself 5 years from now?

Gdzie widzisz siebie za 5 lat

Actually, what they usually mean here are your goals. It is related to your career and not personal life. So, if having a family is on your list, just simply do not mention it here.

My goal now is to find...- *obecnie moim celem jest...*

e.g. My goal now is to find a position at a company where I can face challenges and develop.

I am driven to be the best at what I do and I want to work somewhere where I'll have opportunities to develop my skills, take on interesting projects, and work with people I can really learn from.

Zawsze staram się być najlepszy/a w tym co robię oraz chcę pracować gdzieś gdzie będę mieć szansę rozwijać swoje umiejętności, wziąć udział w ciekawych projektach jak i pracować z ludźmi od których będę mógł/a się uczyć.

While my main focus moving forward will be on the position we are discussing today, **I'm hopeful that I'll be able to grow within this position** to take on more and be a part of new and exciting projects in the community.

I'm glad you asked! **One of the reasons that I applied** to this company was because of your company's reputation for helping with its employee's career growth as well as providing advancement opportunities.

I'm really driven to achieve both mine and the company's goals and it is my belief that this stability will allow me to do so as I grow within this role. Three years down the road **I see myself growing into a supervisor or manager** where I'll be able to use my skills to support and influence others.

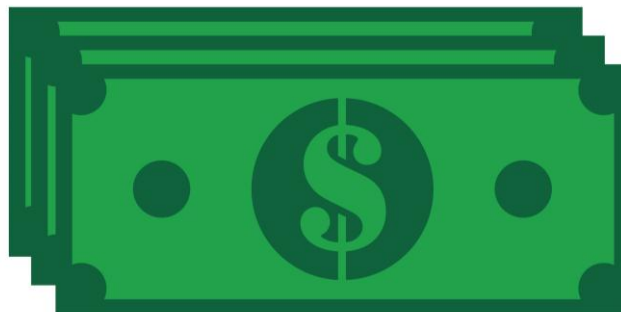


PYTANIE 6: What kind of salary do you expect?

Jakiego wynagrodzenia oczekujesz?

Well, this is a bit more complicated question cause asking how much money you would like to get is the best way of checking if you know the industry and if are aware of your skills. But when the question does come up, be prepared to answer it well and with confidence.

- **I would be satisfied with the remuneration...**- *byłbym/byłabym usatysfakcjonowana wynagrodzeniem w wysokości...*
- **What I am really looking for is sometimes in the range of 3000 zł** – *na czym tak naprawdę mi zależy to wynagrodzenie w zakresie...*
- **I believe it's fair for me to expect...** - *uwazam, że sprawiedliwie byłoby spodziewać się...*
e.g. I believe it's fair for me to expect about 3000 zł a month.
- **My salary expectations are in line with** my qualifications and education – *moje oczekiwania zarobkowe są adekwatne do moich kwalifikacji I wykształcenia*
- **I expect experience-based remuneration** – *oczekuję wynagrodzenia opartego o doświadczenie*



PYTANIE 7: Why should we hire you?

Your answer here should summarize the top three or four best reasons to hire you.

- **I feel I am a suitable candidate for this job because ...** - *uwazam, ze jestem odpowiednim kandydatem na to stanowisko*
- **I believe I would be perfect for this (scholarship/job) because...** - *uwazam, ze bylbym/abym odpowiednim kandydatem do tego stypendium/do tej pracy poniewaz...*
- **I would be grateful to receive the chance to (study/work) in your (university/company)** - *bylbym/abym wdzieczna za umozliwienie mi podjecia (studiow/pracy) na/w państwa (uniwersytecie/firmie)*
- **I am very hard- working, confident and cooperative** which makes me an ideal candidate for this job - *jestem pracowity/a, pewny/a siebie oraz chętny/a do współpracy*
- **What sets me apart from other candidates is...** - *co wyróżnia mnie spośród innych kandydatów* *to...*
e.g. What sets me apart from other candidates is negotiation skills.
- **Being e.g. self-motivated makes me the best candidate** for this position - *posiadanie silnej motywacji wewnętrznej czyni mnie najlepszym kandydatem na to stanowisko*
- **I am good at resolving problem situations** - *jestem dobry/a w rozwiązywaniu trudnych sytuacji*
- **I am very attentive to detail** - *przywiązuję bardzo dużą uwagę do szczegółów*

Gratulacje!



By now the job should be yours! Pat yourself on the back and get some rest, time to show them what you've got!

Po takim wystąpieniu praca jest już w zasadzie Twoja - odpocznij dobrze przed pierwszym dniem!

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