英语面试中遇到的常见问题及其经典答复

."Tell me about yourself". 简要介绍你自己。

2."Why are you interested in this position?" 你为什么对这份工作感兴趣？炼英文。)

例6：I：What provide you with a sense of accomplishment.(什么会让你有成就感？)

A：Doing my best job for your company. (为贵公司竭力效劳。)

例7：I：How do you handle your failure？(你怎样对待自己的失败？)

A： None of us was born "perfect". I am sure I will be given a second chance to correct my mistake.

(我们大家生来都不是十全十美的，我相信我有第二个时机改正我的错误。)

例8：I：How do you normally handle criticism？(你通常如何处理别人的批评？)

A： Silence is golden. Just don't say anything; otherwise the situation could become worse. I do, however, accept constructive criticism.

(沉默是金。不必说什么，否那么情况更糟，不过我会接受建设性的批评。)

3."What are your strengths?" 谈谈你的优势？

4."What is Your Biggest Weakness?" 谈谈你最大的弱点是什么？

5."Why do You Feel You are Right for this Position?" 为什么你认为自己适合这个职位？

6."Can you give me the highlights of your resume?" 谈谈你的简历上有些什么值得特别关注的吗？

7."Why did you choose your major?" 你为什么选择这个专业？

8."What are your interests?" 你有哪些兴趣爱好呢？

9."What are your short and long term goals?" 你对于短期和长期的目标是什么？

11．"Using single words, tell me your three greatest strengths and one weakness."

用简单的词，描述你的三项最突出的优点和一个缺点。

12．"What motivates you to succeed?" 你争取成功的动力是什么？

13．"What qualities do you feel are important to be successful in _____ (i.e. customer service)?"

哪些品质在你看来对成功是最重要的？

14．"What previous experience has helped you develop these qualities?"

哪些之前的经历帮助你获得了这些品质？

15．"Can you give me an example of teamwork and leadership?"

你能向我列举一个团队活动和领导力的例子吗？

16．"What was your greatest challenge and how did you overcome it?"

你经历过最大的挑战是什么？你如何跨越它的？

17．"Why should I hire you over the other candidates I am interviewing?"

我为什么要从这么多应聘者中选择你呢？

General Questions:

20．"What was your greatest accomplishment in past time?"

在过去的日子里，你觉得自己最大的成就是什么？

21．"Have you ever been asked to do something unethical? If yes, how did you handle it?"

曾经有人要求你去做一些不道德的事情吗？如果有，你是怎么处理的呢？

22．"What do you do if you totally disagree with a request made by your manager?"

如果你完全不同意你上司的某个要求，你怎么处理？

Leadership Questions:

23．"When in a group setting, what is your typical role?" 你在团队中通常的作用是什么？

．"How do you motivate a team to succeed?" 你怎么鼓励团队到达成功？

Teamwork Questions:

25．"Have you been in team situations where not everyone carried their fair share of the workload? If so, how did you handle the situation?"

如果你所处的团队中，并不是每个成员都承当着相同的工作量，你怎样处理这种情况？

Miscellaneous Questions:

31．"Do you work better in teams or by yourself?" 对于你来说，与团队一起工作和单独干活哪样效率更高？

33．"What is your definition of success?" 你怎样定义成功？

34．"What was your biggest disappointment during your college life?" 你大学阶段最大的遗憾是什么？

35．"Tell me about the most difficult decision you have had to make."

你曾经做过的最难的决定是什么？

36．"What is your ideal job?"你理想的工作是什么？

Dialogue 1

I: What kind of character do you think you have?

A: Generally speaking，l am an open-minded person.

I: What is your strongest trait？

A: Cheerfulness and friendliness.

I: How would your friends or colleagues describe you？

A: They say Mr. Sun is a friendly, sensitive, caring and determined person.

I: What personality do you admire？

A: I admire a person who is honest, flexible and easy-going.

Dialogue 2

I: What kind of person do you think you are?

A: Well, I am always energetic and enthusiastic. That`s my strongest pe

rsonality.

I: What are your strengths and weaknesses?

A: Em, as I have said, I`m diligent and industrious. On the other hand,

sometimes I`m too hard-working and I put myself under too much pressure

to make things perfect.

I: What qualities would you expect of persons working as a team?

A: To work in a team, in my opinion, two characteristics are necessary

for a person. That is, the person must be cooperative and aggressive.

I: How do you spend your leisure time?

A: I like playing games and having sports. They are my favorite

hobbies.

I: So,what kind of sport do you like most?

A: Oh, it`s hard to narrow it down to just one. I mean, I like all kind s of sports, basketball, swimming, bike riding and so on. Maybe it is ju

st the reason why I am so energetic and vigorous.

I: 你觉得你自己的个性如何？

A: 嗯，我觉得自己精力很充分，做事很有热情。这是我最大的特点了。

I: 那你认为自己的最大优点和缺点是什么呢？

A: 正如我刚刚说过的，我工作特别勤奋认真。但是，有时为了尽可能把事情办得完

美些，我又会让自己背上太多的压力，工作太辛苦。

I: 你认为作为团队中的一员，一个人需要具备什么样的品质？

A: 依我之见，作为团队中的一员，合作精神和进取精神两者皆不可少。

I: 你业余时间都做些什么？

A: 我爱玩游戏和体育运动，这是我最大的爱好。

I: 那么你最喜欢什么体育运动?

A: 哦，那可实在太多了，我喜欢各类体育运动，打篮球、 游泳、骑车之类的。也
许这是我精力如此充分的原因吧。

open-minded 开明的，开放的 **easy-going** 容易相处的

personality 个性，人格 **enthusiastic** 充满热情的

leisure 空闲的，闲暇的 **hobby** 业余爱好

应试者应该根据应聘职位的需求，尽量的使用适当的词语形容自己的个性特点。例
如，应试者如果应聘秘书的职位，那么他〔她〕在形容自己的个性特点时应尽量选
用类似 **efficient** 〔有效率的〕、**careful**〔办事仔细的〕、**responsible**〔负责的
〕等词语而不应该选用 **purposeful**〔有目的的〕或 **liberal**〔心胸宽大的〕等不着
边际的词语。

1) What kind of character do you think you are?

2) Do you have any particular strengths or weaknesses?

你有什么特别的强项或缺点吗？

3) How do you spend your leisure time? = What do you do for leisure?

I: 为什么你认为你能胜任我们公司这个职位呢？

A: 我的人际交往能力很强。在我工作的上个公司，我熟练掌握了工作流程，而且我具有团队精神和出色的人际关系技能。

I: How would you describe your ideal job?

A: I think the job should make use of the professional experience I have obtained, and offer me opportunity for advancement.

I: What makes you think you would be a success in this position？

A: My graduate school training combined with my experience as an intern

should qualify me for this particular job. I am sure I will be successful.

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