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B1 · JOB INTERVIEWS · ≈ 27 MIN

Common Interview Questions — *answer with confidence*

You know the five core questions — now practise clear answers, the right work-history tenses, and common traps for German candidates.

> Give a **direct answer**, add one concrete example, and finish with a **link to the job**.

NAME _____ DATE _____

YOUR BUILD · 1 · SORTING · 2 · FILL-IN · 3 · CORRECT · 4 · WRITE

BRICK 1 · SORT BY IMPACT · APPROX. 4 MIN

Put each English statement in one column. Does it sound **direct and specific** or **hedged and vague**? Look for numbers, examples, and words such as maybe or possibly.

coordinate three supplier accounts · reasonably good at organising · reduced invoice errors by 15% · maybe fairly reliable · have managed two client projects · kind of okay with deadlines · planning matches this role · somewhat decent under pressure · five-year goal: lead this team · I could possibly help

DIRECT AND SPECIFIC	HEDGED AND VAGUE

BRICK 2 · COMPLETE THE INTERVIEW SENTENCES · APPROX. 6 MIN

Complete each gap with the right English word or verb form. Use the answer frame, avoid false friends, and check the time reference.

01 I report directly to my _____, the regional sales manager.

02 _____, I supervise the customer support desk in Cologne.

03 On Monday, I _____ the approved contract from our legal team.

04 In my current role, I _____ in purchasing and coordinate vendor checks.

05 I _____ three onboarding projects since joining the company.

06 In 2022, I _____ a six-month assignment in Dublin.

07 Why _____ you want to join our HR team?

08 _____ you have experience with international clients?

YOUR BUILD · 1 · SORTING · 2 · FILL-IN · 3 · CORRECT · 4 · WRITE

BRICK 3 · FIND AND CORRECT THE MISTAKE · APPROX. 7 MIN

Each English sentence contains exactly one typical mistake. Correct the false friend, question form, tense, or unnecessary hedge and rewrite the full sentence.

01 My chef approves all recruitment budgets.

02 Actual, I manage the service desk in Bonn.

03 Last Friday, I became the final contract from the legal team.

04 Why you want to work in our procurement team?

05 I work with international customers since 2022.

06 I am maybe good at resolving supplier complaints.

BRICK 4 · BUILD YOUR INTERVIEW ANSWERS · APPROX. 8 MIN

Write in English. Start directly, add one concrete example, and link it to the job where appropriate.

01 Your professional opening: write three sentences about your current role, relevant experience, and the link to the job.

02 Your strength: state it directly, prove it with one finished example, and explain its value for the role.

03 Your weakness: name one real weakness and the concrete step you take to manage it.

04 Your motivation and goal: connect one specific fact about the role to your experience and add a realistic five-year goal.

MINI-CHECK – CAN I DO THIS YET?

- ☐ I answer directly, give one concrete example, and link it to the job.
- ☐ I use the present simple for my current role, the present perfect for relevant experience up to now, and the past simple for finished stages.
- ☐ I avoid the false friends chef, actual, and become when I mean boss, currently, or receive.
- ☐ I put do before the subject in present simple questions.

Not every box ticked yet? Review the five core questions and improve your examples.

Answer key

Check only when you have finished. Every answer comes with the **why** — the rule matters more than the result.

BRICK 1 · SORTING

01 **Direct and specific:** coordinate three supplier accounts
A clear claim with a concrete number.

02 **Hedged and vague:** reasonably good at organising
"Reasonably" sounds unsure — cut it.

03 **Direct and specific:** reduced invoice errors by 15%
A concrete number proves the achievement.

04 **Hedged and vague:** maybe fairly reliable
State the strength directly, no maybe/fairly.

05 **Direct and specific:** have managed two client projects
Present perfect for experience relevant today.

06 **Hedged and vague:** kind of okay with deadlines
"Kind of" sounds unsure — leave it out.

07 **Direct and specific:** planning matches this role
Direct strength plus a link to the role.

08 **Hedged and vague:** somewhat decent under pressure
"Somewhat" weakens your strength.

09 **Direct and specific:** five-year goal: lead this team
A clear, realistic goal tied to the company.

10 **Hedged and vague:** I could possibly help
Cut possibly, state the contribution clearly.

BRICK 2 · FILL-IN

01 I report directly to my **boss**, the regional sales manager.
Boss = Chef; chef means cook.

02 **Currently**, I supervise the customer support desk in Cologne.
Currently = aktuell; actual means real.

03 On Monday, I **received** the approved contract from our legal team.
Received = bekam; become means turn into.

04 In my current role, I **work** in purchasing and coordinate vendor checks.
Present simple for your current role.

05 I **have completed** three onboarding projects since joining the company.
Present perfect for experience up to now.

06 In 2022, I **finished** a six-month assignment in Dublin.
Past simple with a fixed time.

07 Why **do** you want to join our HR team?
Present simple questions need do.

08 **Do** you have experience with international clients?
Here too, do goes before the subject.

BRICK 3 · CORRECT

01 My **boss** approves all recruitment budgets.
Boss = Chef; a chef is a cook.

02 **Currently**, I manage the service desk in Bonn.
Currently = aktuell; actual = real.

03 Last Friday, I **received** the final contract from the legal team.
Received = bekam; become = turn into.

04 Why **do** you want to work in our procurement team?
Present simple questions need do.

05 I **have worked** with international customers since 2022.
Present perfect with since, up to now.

06 I **am good** at resolving supplier complaints.
Cut maybe — a clear strength sounds competent.

BRICK 4 · WRITE

Your answers may differ — just check the direct statement, concrete example, and link to the job.

01 "I **coordinate** supplier orders and **have managed** three international accounts relevant to this role."
Present simple for the role, present perfect for experience.

02 "My planning skills **cut our reporting time by two hours**, which fits this operations role."
Direct strength, proven concretely, linked to the role.

03 "I sometimes overcheck reports, so **I now use a fixed review deadline**."
A real weakness plus a concrete fix.

04 "This process-focused role matches my experience, and **I want to lead similar projects here within five years**."
Job fact, experience, and a realistic goal linked.

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