

PREPARING FOR AN ENGLISH-LANGUAGE JOB INTERVIEW: STRATEGIES FOR BOTH RECENT GRADUATES AND THOSE WITH MORE EXPERIENCE

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Abstract

Job seekers typically must traverse some stages during the job search process. A job interview is one of the crucial steps in the job application process. One of the series was picked up. Job interviews, or what is also known as job interviews, are currently an integral part of the hiring and selection process. The validity of interviews is somewhat lower than tests, such as psychological tests, which can provide a direct overview of job applicants. Nevertheless, interviews offer several benefits that make life easier for employers, particularly selection officers. In addition, job candidates benefit from this interview because they can explain themselves directly, increasing their chances of converting a job vacancy into a job offer. Currently, the Indonesian economy is expanding, and in response to the global market and the 4.0 era, many foreign firms are investing and constructing businesses in Indonesia. Workers from Indonesia must enter these foreign companies and assist with all necessary processes. Furthermore, interviews in English are unavoidable because English, also known as the international language, is commonly used by foreign companies to recruit employees. Therefore, job applicants must prepare for English-language interviews. It encourages the writer to assist prospective job applicants in preparing for job interviews, particularly those conducted in English. This Community Service Activity (PKM) is intended to prepare job applicants, particularly English-speaking job interviews, to pass the selection process. Thus, it is anticipated that this training will contribute to the preparation of job applicants before their application.

Keywords: *job interview, English speaking*

A. INTRODUCTION

There are some stages prospective job candidates must experience and pass to find and obtain employment. Interviews are frequently the final step in a job seeker's process, and interview preparation is crucial. Personality characteristics that will be evaluated Interviews, according to Gumilar (2017), are "a relational dyadic communication process with serious and predetermined goals designed to exchange behavior and involve questioning and answering, or, in short, a conversation with a purpose." The person in charge of conducting job interviews is known as the

interviewer, while the applicant being interviewed is known as the interviewee. Then, in general, job interviews aim to discover the applicant's personality, discover pertinent information required in the job requirements, obtain additional information required for the position and the company, and assist the employer in identifying candidates who are qualified for a job offer. Although the validity of interviews is somewhat lower than psychological tests that can provide a clearer picture of job applicants, interviews are still valuable for evaluating candidates.

In addition, to compete effectively in the job application process, on the global market, and in the 4.0 era, job applicants should be prepared to conduct job interviews in English, given a large number of job openings with foreign companies residing and conducting business in Indonesia. Preparation should be the next priority when receiving a job interview invitation in English. One of the preparations is to practice answering interview questions (Nikolaou & Georgiou, 2018). It will greatly aid prospective job candidates in remaining calm and answering questions correctly. The only difference between an English and an Indonesian job interview is the language used. However, prospective job candidates must still prepare for this English-speaking job interview, particularly prospective job candidates from international companies. Nevertheless, it would be best if they were well-prepared to explain and respond to interview questions in English.

The preparations that job applicants must make for an English-speaking job interview begin before, during, and after the application process. A company or agency that uses English in its job interviews also expects prospective job applicants to be able to speak English to be superior to other applicants and obtain the desired position. The interview process typically consists of questions and answers designed to obtain information about job applicants. It determines whether the applicant is qualified to be hired. As job applicants, especially recent graduates, it is necessary to research the questions frequently arising during the interview process (Roulin et al., 2019). Because every question in the job interview has been prepared in advance by the interviewer, i.e., the questions that job applicants will have prepared in advance, and as a good candidate, they must also prepare

alternative responses to questions that will be asked in the future. The phrase 'preparation meets preparation.' Logic dictates that applicants should also prepare alternative responses if HR only prepares interview questions. Therefore, they are prepared and confident for any questions when they go to the interview. Not only is capital confident, but also unprepared.

B. IMPLEMENTATION AND METHOD

This activity employs the method of increasing comprehension of job interview tips in English, entitled "Preparing for an English-Language Job Interview: Strategies for Both Recent Graduates and Those with More Experience". This activity took the form of an online seminar using the Zoom application, with 19 participants successfully entering, joining, and participating in its entirety. All participants are pre-employment community members. This online seminar activity began with participants completing a Google form registration, followed by a lecturer's presentation and a question-and-answer session.

C. RESULT AND DISCUSSION

The presenter revealed the most important tips for preparing for and navigating interviews, particularly those conducted in English. The presenter screened a video of an individual conducting a job interview. How he entered the room, greeted the interviewees, and responded to their questions. It demonstrates how to conduct a job interview. Nevertheless, before potential job candidates can conduct English job interviews proficiently, they must understand a few things. During job interviews, prospective employees must demonstrate and express their personality traits and technical skills. According to Roulin et al. (2019), personality traits refer to the type of person a job applicant is and his or her compatibility with the company or recruiter.

Moreover, technical skills demonstrate an applicant's suitability for the position. Such as prospective job applicants that recruiters are seeking. Know what to expect during the interview and

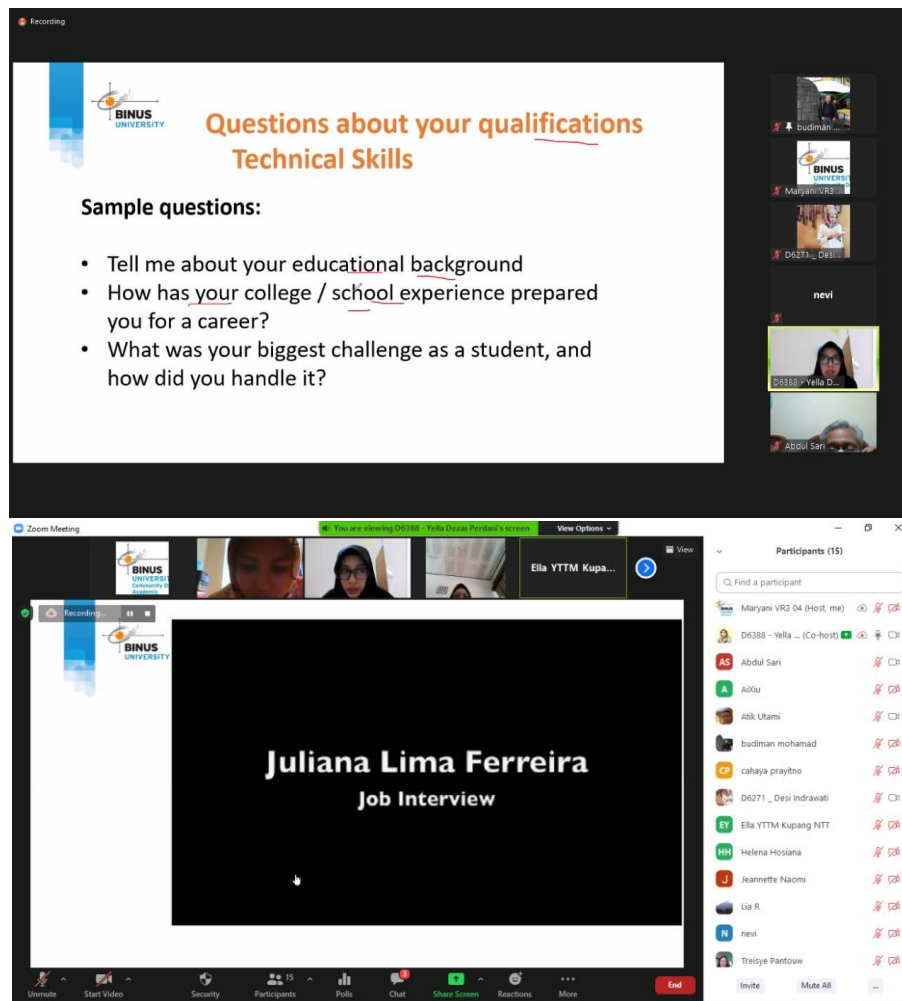
what potential job candidates will encounter in the interview room. Possibly the interviewee, the interviewer, the location, and the interview method.

Before attending an interview, a potential job applicant should determine what is expected of him or her. Interview to determine what the experience will be like. Furthermore, this is what prospective job candidates do before being interviewed and even before they decide to apply for a job. Based on Pudjiarso (2019), the candidates for employment may be required to prepare multiple items. First, prospective job applicants can participate in group activities to assess their teamwork and leadership skills. Leadership is one of the most essential soft skills, and it is acquired through participation in activities, clubs, reading clubs, sports clubs, and social organizations. Joining a club or organization can enhance candidates' experience and cultivate their leadership skills. Two, administer a pre- or post-interview test, such as an English proficiency or personality test, to determine whether the candidate is qualified for the position. Alternatively, other tests related to the job for which job candidates are applying. If they support taking the test, there may be a specialized test in the field of Engineering that measures the aptitude of prospective job applicants. Therefore, they could say during the interview, "I could do this."

Third, prepare and lead presentations as part of the interview, so ensure the applicant has access to any equipment needed, such as a laptop or projector. Pay attention to the tools required if prospective job applicants are invited to conduct a job interview.

Fourth, plan on being interviewed by a panel of two or more people or in a series of interviews. It is especially difficult if the prospective job applicant has a panel or series of interviews. Alamri (2019) argues that a panel interview means several people, which could be two, three, four, or more, will be interviewed. These panel interviews are typically held in large corporations. As a result, prospective employees will pose various questions to multiple people. It is also a good idea to prepare yourself for multiple interviews.

Furthermore, as long as they say it is already a series, yes, there will be more than one interview. For example, there may be an initial interview followed by additional interviews. This



initial interview usually includes questions about the prospective job applicant's background and educational background, and subsequent interviews are usually about the skills possessed in detail, suitable and suitable for the job the prospective job applicant is applying for.

Picture 1. The presenter explains the materials.

Candidates also discuss their appearance. Job applicants do not need expensive clothes. However, ensure the applicant is well-dressed. Employers will notice well-dressed applicants. Dress well for a video interview to appear professional (Maryudi & Fishe (2020). The right woman is too casual for job applicants. Can the job applicant see that the left woman is ready to work? What should job seekers do? Wear a long skirt and hijab, but do not be too casual. Then, as seen on the



Job Interview

Personality Traits
Technical Skills



right, a man must dress neatly for a job interview. The left-hand man can inspire job seekers. They can wear a suit if it is neat and matches the job applicant's size.



Questions About Your Experience

When you answer interview questions about something you've done it's best to use the **STAR method (situation, task, action, result)**.

- **Situation** – describe what the situation was.
- **Task** – describe the task you had to do.
- **Action** – describe what you did to achieve the task.
- **Result** – describe the final result.

Picture 2. Materials about job interview

Then, when the prospective job applicant is in the interview room, he or she should pay attention to the following. First, review the prospective applicant's curriculum vitae, cover letter, and application form, considering the skills and experiences listed. Therefore, before leaving for the interview, reread the prospective job applicant's resume, cover letter, or whatever else it contains.

Moreover, the responses to questions from interviewees are identical to the content of the CV and cover letter the prospective job candidate submitted (Buang et al., 2018). Two, read the job description and consider potential interview questions. Specifically, what questions will arise concerning the job for which the candidate is applying? For mechanical engineering students who wish to apply to the Astra workshop, the questions will pertain to motorcycle engines and will be used to assess their qualifications. Alternatively, for educational students who apply to be course tutors, the question will likely concern how to interact with students. Before entering the interview room, this is what prospective job applicants must do. Third, search the Internet for common interview questions. It could also be the ninja's way. Check and recheck interview questions that are frequently asked. Typically included with an affirmative response. Prospective job applicants can take answers and adapt them according to their preferences. Prepare responses for potential questions. It will assist applicants in planning which skills and experiences to highlight, even if they are not directly requested.

After that, be prepared for video-conferencing interviews. Under this condition, if prospective job applicants use digital platforms to communicate, interviews are daring, which could be interpreted as affirmative. It could be a later interview using Zoom, for instance. What preparations should prospective job applicants make? Determine which application, website, or computer program will be used for the video interview. Test it with a close friend or relative. Ensure the battery is fully charged if the applicant uses a laptop, cell phone, or tablet. If the video link fails, exchange phone numbers with the interviewer of the prospective job candidate. Ensure the camera and microphone settings are optimized for optimal audio and video quality. Ensure that the applicant's background is professional, and that no photos, mirrors, or people are visible. Find a "soundproof" location far from distracting noise. Place their resume and interview notes close to the prospective employer.

In conclusion, there are several important considerations to remember when applying for a job. Before the interview, review the job requirements, company culture, and mission statement. Get acquainted, discover, and investigate as much as possible beforehand. If they have acquaintances who already work for the organization, ask everyone about salary, work ethic, to work environment. So that prospective job applicants are aware of the available positions, not like purchasing a cat in a bag. Then, emphasize the strengths and provide concrete evidence to support the positive characteristics. Ensure that job applicants sell themselves effectively and honestly. Communicate the applicant's strengths without exaggeration, and share weaknesses with caution; if the applicant chooses to share weaknesses, ensure it does not disqualify them.

D. CONCLUSION

The concept of a web seminar or online seminar on "Preparing for an English-Language Job Interview: Strategies for Both Recent Graduates and Those with More Experience" has been applied to community service projects. In addition to delivering information, a question-and-answer session can enhance participants' comprehension of community service activities. Therefore, it can be concluded that participants' awareness of the significance of preparation for an English-language job interview has increased.

The holding of similar programs, such as workshops on the application of materials to prepare for English job interviews, to aid participants in applying the provided knowledge and materials in practice.

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