



300+ JOB INTERVIEW VOCABULARY

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Standard English	Translation	Meaning
Ability	Ability	A skill you have that allows you to do something.
Accomplish	Accomplish	To do something successfully, especially a goal you've set for yourself.
Action-oriented	Action-oriented	Describe yourself as someone who gets things done, someone proactive.
Adapt	Adapt	Change your behaviour or ideas to fit into new situations.
Ambition	Ambition	A strong desire to do something or to achieve something, especially something requiring effort.
Analyse	Analyse	Study something in detail to discover more about it.
Aptitude	Aptitude	A natural ability or skill for doing something, especially something requiring study or training.
Ask questions	Ask questions	Inquire, request information.
Aspire	Aspire	Want something

		strongly, especially in a professional setting.
Assessment	Assessment	A judgment or opinion of something after studying it carefully.
Associate	Associate	Make a connection between two or more ideas, things or people.
Attainment	Attainment	Success in reaching a particular goal or standard.
Attention to detail	Attention to detail	Ability to focus on small things and complete tasks accurately.
Attitude	Attitude	A feeling or opinion about something or someone, or a way of behaving that is caused by this.
Attractive candidate	Attractive candidate	Someone who has all the necessary qualities for a job.
Authentic	Authentic	Genuine, real and true.
Authority	Authority	The power or right to give orders, make decisions and enforce obedience.
Background	Background	Education, experience and history of a person.
Belief	Belief	The feeling of being certain that something

		exists or is true.
Benefit	Benefit	Advantage, a helpful effect.
Capability	Capability	The power or ability to do something.
Career path	Career path	The sequence of jobs you hold as you progress in your career.
Challenge	Challenge	A task or situation that tests someone's ability.
Change agent	Change agent	Someone who brings new ideas and influences others to make changes.
Charisma	Charisma	Compelling attractiveness or charm that can inspire devotion in others.
Clarity	Clarity	The quality of being clear, easily understood.
Collaborative	Collaborative	Involving or requiring people to work together.
Command	Command	Have authority over; be in charge of.
Commensurate	Commensurate	Corresponding in size or degree; in proportion.
Commit	Commit	Formally promise to do something or to follow a particular course of action.

Compassion	Compassion	Sympathetic pity and concern for the sufferings or misfortunes of others.
Competent	Competent	Having the necessary ability, knowledge or skill to do something successfully.
Complete	Complete	To make something whole or perfect.
Concept	Concept	An abstract idea; a general notion.
Conflict resolution	Conflict resolution	The process of finding a peaceful solution to a disagreement.
Connection	Connection	A point where two things or ideas touch or meet.
Consistency	Consistency	Behaving in the same way or having the same quality over a period of time.
Contribution	Contribution	Something you give to help make something successful.
Cooperation	Cooperation	The action or process of working together to the same end.
Corporate culture	Corporate culture	Shared values and behaviours that form the environment of a company.

Creative thinking	Creative thinking	Thinking about a problem in new and original ways.
Curiosity	Curiosity	A strong desire to know or learn something.
Decisive	Decisive	Having or showing the ability to make decisions quickly and effectively.
Delegate	Delegate	Transfer a task or power to another person.
Deliver	Deliver	To provide or do something that you have promised or that is required.
Demonstrable	Demonstrable	Clear enough to be shown or proved.
Dependable	Dependable	Someone you can count on to do what is necessary.
Depth	Depth	Extensive knowledge and details about something.
Desk research	Desk research	Collecting and analyzing information available in documents and other sources without interviewing anyone.
Determine	Determine	Decide firmly on something.
Diligent	Diligent	Working carefully and constantly, being thorough.

Diplomacy	Diplomacy	The skill of managing international relations, typically by a country's representatives abroad.
Diversity	Diversity	The state or quality of being different or varied.
Document	Document	Produce a written, drawn, photographed or recorded evidence of something.
Drive	Drive	Determination and ambition to succeed.
Efficient	Efficient	Doing something well and without wasting time or resources.
Effort	Effort	Vigor, physical and mental exertion.
Empathy	Empathy	The ability to understand and share the feelings of another.
Engage	Engage	To take part in something; participate.
Enhancement	Enhancement	Improvement, increase.
Enjoyment	Enjoyment	The state or process of taking pleasure in something.
Enthusiasm	Enthusiasm	Intense and eager enjoyment, interest or approval.

Ethical	Ethical	Connected with principles of what is right and wrong.
Evaluation	Evaluation	Make a judgment about something after studying it.
Excellence	Excellence	The quality of being outstanding or extremely good.
Experience	Experience	Practical contact with and observation of facts or events.
Expert	Expert	A person who has extensive skill or knowledge in a particular area.
Explain	Explain	Make something clear to someone by describing it or giving information about it.
Express	Express	Communicate an thought or feeling in words or actions.
Extrovert	Extrovert	An energetic person who enjoys being with other people.
Feedback	Feedback	Information about reactions to a product, a person's performance of a task, etc. used as a basis for improvement.
Financial intelligence	Financial intelligence	Ability to understand

		and use financial information to make better decisions.
Follow-through	Follow-through	Continuing with an action or task until it is completed.
Foundation	Foundation	The basis or groundwork of something.
Fulfill	Fulfill	To achieve something that was desired or promised.
Generosity	Generosity	The quality of being kind and generous.
Goal-oriented	Goal-oriented	Focused on achieving goals.
Growth mindset	Growth mindset	The belief that talents can be developed through hard work, good strategies and input from others.
Harmony	Harmony	Agreements, concord.
Honest	Honest	Sincere and truthful.
Humility	Humility	Modesty, lack of pride.
Ideal	Ideal	Perfect, most suitable.
Impact	Impact	To have a direct effect on someone or something.
Implementation	Implementation	The process of putting a decision or plan into effect.

Incorruptible	Incorruptible	Morally sound, unable to be persuaded by bribes.
Independence	Independence	Not controlled by other people or things.
Initiative	Initiative	The ability to act without being told what to do; use sound judgment.
Integrity	Integrity	Strong moral principles and honesty.
Introvert	Introvert	A shy, quiet person who prefers being alone rather than with others.
Judgment	Judgment	Make a sound decision after considering all information.
Knowledgeable	Knowledgeable	Well informed, having a lot of knowledge.
Lead	Lead	Be in charge of others and influence them.
Learning agility	Learning agility	The ability to learn quickly from experience and apply those learnings in new situations.
Legacy	Legacy	Something that someone has achieved in the past and that still affects present events.
Mentor	Mentor	An experienced person who provides advice and

		support to another person.
Motivated	Motivated	To feel eager to work hard and reach your goals.
Negotiate	Negotiate	Have formal discussions in order to reach an agreement.
Objective	Objective	Focus on facts, not on feelings or opinions.
Optimize	Optimize	Make something as good, efficient or successful as possible.
Ownership	Ownership	Act as if the success of something is entirely your responsibility.

Accomplished	Formed	Highly skilled or well-trained in a particular activity.
Accountable	Responsible	Required to justify your actions or decisions to someone.
Acumen	Insight	The ability to make good judgments and take quick decisions.
Adaptability	Adaptability	The quality of being able to adjust to new conditions.
Adaptable	Adaptable	Able to change to fit new circumstances.
Adept	Skillful	Very skilled or proficient at something.
Advocacy	Support	Public support for or recommendation of a particular cause or policy.
Agile	Fast	Quick-moving and light-hearted.
Alert	Vigilant	Quick to notice any unusual and potentially dangerous or difficult circumstances.
Aligned	Aligned	Put yourself into a relationship of agreement and cooperation with something.

All-rounder	Versatile	A person whose talents or skills are general rather than specialized.
Analysis	Analysis	A detailed examination of anything complex in order to understand its nature or to determine its essential features.
Analytical	Analytical	Using or skilled in using analysis.
Articulate	Coherent	Able to express ideas clearly and effectively in speech or writing.
Aspiring	Hopeful	Wanting very much to achieve success in a particular field.
Assertive	Self-confident	Having or showing a confident and forceful personality.
Asset	Resource	A useful or valuable thing, person or quality.
Assign	Appoint	Set something as a task to be done.
Association	Connection	A mental connection between ideas.
Astute	Shrewd	Having or showing an ability to accurately assess situations or people and turn this to one's advantage.
Attention-to-detail	Accurate	A person who pays careful attention to every small element.

Attentive	Watchful	Characterized by or including careful attention.
Authentic	Genuine	Not false or copied; real; genuine.
Authority	Power	The right to use power.
Background	Experience	The experience, education, and social environment that makes up your life.
Balanced	Rational	Characterized by mental stability or emotional equilibrium.
Benchmark	Standard	A standard by which something can be measured or judged.
Benevolent	Sympathetic	Wanting to help others.
Biography	Life history	A written account of another person's life.
Blend	Mix	Mix together.
Bold	Brave	Fearless and daring.
Brainstorm	Generate ideas	A spontaneous group discussion to produce ideas and ways of solving problems.
Briefing	Instruction	A meeting at which concise information or instructions are given.
Broader picture	Whole view	Considering the general

		situation, not just one small part of it.
Budget	Fund	An estimate of income and expenditure for a set period of time.
Business acumen	Sharpness	Sound judgment or expertise in a particular domain.
Caliber	Quality	The quality of a person's character or standard of their ability.
Capable	Competent	Having the power, skill or other means that are needed to do something.
Capital	Asset	Wealth in the form of money or other assets owned by a person or organization or available for a purpose such as starting a company or investing.
Career trajectory	Career path	The progression of someone's professional life.
Caring	Compassionate	Feeling or showing concern and compassion for others.
Catalyst	Spark	A person or thing that precipitates an event or change.
Catalyst for change	Game changer	A person or thing that precipitates a transformation.

Celebrate	Exult	Acknowledge with a public ceremony.
Center of excellence	Leader	A place where an idea is developed to a very high standard.
Challenging	Demanding	Presenting a task or situation that tests someone's ability.
Champions	Leader	A person who fights or argues for a cause or on behalf of someone else.
Change mindset	New approach	Shift in one's pattern of thinking.
Change over	Transition	The act or process of passing from one state or stage to another.
Charismatic	Charming	Possessing personal charm or attractiveness that can inspire devotion in others.
Clarity of thought	Coherence	Being clear-headed.
Classic	Standard	Serving as a standard or highest example of its kind.
Clear	Distinct	Clearly stated; easily understood.
Clientele	Client base	Customers or clients, collectively.
Coaches	Mentor	A person who instructs and trains.

Coach	Trainer	A person who instructs and trains.
Cognizance	Knowledge	Knowledge, awareness or notice.
Collaborative spirit	Team player	Involving or requiring people or groups working together.
Collective effort	Common action	Action taken by a group of people as a single unit.
Commercial sense	Realism	Practical judgment in business matters.
Committed	Devoted	Pledged or bound to a certain course or policy.
Communication skills	Expressiveness	The ability to convey information efficiently and effectively.
Compassionate	Sympathetic	Having or showing sympathy and concern for other people's problems.
Compelling	Persuasive	Evoking interest, attention or admiration in a powerfully irresistible way.
Competency	Skill	The ability to do something successfully or efficiently.
Competitive edge	Advantage	An attribute that allows an organization to outperform its competitors.

Compilation	Collection	The action or process of compiling.
Complexity	Intricacy	The state or quality of being intricate or complicated.
Composure	Calmnes	Calmness in mind, manner or appearance.
Compelling vision	Strong inspiration	A very attractive description of what can be accomplished.
Compromise	Settle	Accept standards that are lower than is desirable.
Concern	Anxiety	Anxiety or worry.
Conciseness	Brevity	Giving a lot of information clearly and in a few words.
Conceptualize	Formulate	Form a concept or idea of.
Conduct	Behavior	Organize and carry out.
Confidence builder	Reassurance	Something that makes people feel self-assured.
Conscientious	Diligent	[Of a person] wishing to do what is right, especially to do one's work or duty well and thoroughly.
Consensus	Agreement	General agreement.
Consequences	Outcomes	A result or effect of an action or condition.

Consideration	Thoughtfulness	Careful thought.
Consistency of purpose	Determination	Keeping focused on the objective.
Constructive criticism	Help	Advice that is intended to help a person.
Consultants	Advisor	A person who provides expert advice professionally.
Consultation	Dialogue	A meeting with an expert, such as a doctor or lawyer, to seek advice.
Consumers	Users	A person who purchases goods and services for personal use.
Continuation	Persistence	Extending or prolonged existence or operation.
Continued commitment	Persistent effort	A strong and persistent promise to complete a course of action.
Contribution to the community	Social good	Activity that improves the lives of others in the local area.
Conviction	Certainty	A firmly held belief or opinion.
Cooperation	Synergy	The action or process of working together to the same end.
Cooperative spirit	Teamwork	Willingness to work together.

Corporate strategy	Business plan	A clear and coherent direction for a business.
Counterproductive	Harmful	Having an effect that is the opposite of the one intended or wanted.
Creative	Innovative	Having or showing an ability to produce original or imaginative ideas.
Credibility	Reliability	The quality of being trusted and believed in.
Criterion	Standard	A principle or standard by which something may be judged or decided.
Crucial	Essential	Extremely important, because it will affect other things.
Culture	Environment	The social behavior and norms found in human societies.
Custodian	Guardian	A person who has responsibility for taking care of or protecting something.
Customer-focused	User-centric	Focus on customers.
Customer perspective	Insight	Understanding how the clients think.

Cut-throat	Fierce	Very competitive.
Debriefing	Interrogation	Reviewing a completed mission.
Decision-maker	Leader	Person who makes important decisions.
Dedicated	Devoted	Fully committed to a task.
Deduce	Infer	Arrive at a fact by reasoning.
Deflect	Redirect	Cause to change direction.
De-escalate	Reduce intensity	Make a situation less dangerous.
Defuse	Calm	Reduce danger or tension.
Degenerate	Worsen	Decline in quality.
Dehydrate	Dry out	Lose too much water.
Delegating	Distributing tasks	Assigning tasks to others.
Deliberate	Intentional	Done consciously and intentionally.
Delineate	Describe	Portray something precisely.
Deliverables	Product	Something that can be provided.
Democratize	Make accessible	Make available to everyone.

Demolish	Destroy	Pull or knock down.
Demonstrate	Show	Prove something by logic.
Deconstruct	Analyze	Interpret a text.
Demotivate	Discourage	Make less keen.
Demystify	Clarify	Clear up mystery.
Denial	Rejection	Stating a claim is false.
Denounce	Condemn	Publicly declare as wrong.
Denouement	Climax	Final part of a story.
Departure	Exit	Act of leaving a place.
Dependability	Reliability	Quality of being trustworthy.
Dependence	Reliance	Being reliant on something.
Deplete	Use up	Exhaust the supply of.
Deplorable	Shameful	Subject to strong disapproval.
Deportment	Behavior	Standard of behaviour.
Deposit	Place down	Put down in a place.
Depreciation	Decrease in value	Decline in value over time.
Deprivation	Lack of	Suffering due to loss of basic needs.

Derail	Block progress	Impede a process.
Derivative	Unoriginal	Lacking originality.
Derive	Source	Obtain something from a source.
Description	Detail	Giving an account of something.
Desecrate	Dishonor	Violate with disrespect.
Desensitize	Make immune	Less sensitive to things.
Desperate	Hopeless	Showing a great need.
Despot	Tyrant	Ruler with absolute power.
Detached	Uninvolved	Separate or disconnected.
Detailed analysis	Deep study	A very thorough study of a topic.
Detect	Discover	Discover the presence of.
Deter	Discourage	Discourage through doubt or fear.
Deteriorate	Worsen	Become progressively worse.
Determinate	Limited	Having exact limits.
Determined	Focused	Persistent and resolute.
Deterrent	Discouragement	Thing that discourages.
Detour	Deviation	Long route taken.
Detract	Tarnish	Diminish the value of.

Detrimental	Harmful	Tending to cause harm.
Develop	Evolve	Progress and grow.
Devastating	Ruinous	Causing severe shock.
Devaluation	Lowering value	Reducing the value of something.
Deviate	Diverge	Turn aside from.
Devil's advocate	Challenger	One who argues for the other side.
Device	Gadget	A piece of equipment.
Devoid	Missing	Entirely lacking or free from.
Devolve	Delegate	Transfer power to lower level.
Devotion	Dedication	Great love or loyalty.
Dexterity	Skill	Skill in performing tasks.
Dialogue	Conversation	Communication between groups.
Dictate	Direct	Give orders.
Dictatorship	Autocracy	Form of government.
Didactic	Informative	Intended to teach.
Differ	Disagree	Be unlike or different.
Differentiate	Distinguish	Recognize differences.
Diffident	Shy	Lacking in self-confidence.

Diffuse	Spread out	Cause to spread.
Digital footprint	Online record	Information a person has online.
Digitize	Convert to digital	Make into digital form.
Dignity	Self-esteem	Quality of being worthy of honour.
Digress	Stray	Leave the main subject.
Diligence	Effort	Persistent and careful work.
Diligent worker	Hard working	Someone who works hard.
Dilute	Weaken	Make a liquid weaker.
Dimension	Size	Measurement of a feature.
Diminish	Decrease	Make or become less.
Diplomacy	Tact	The skill of managing international relations.
Diplomatic skills	Negotiation	Good at dealing with people.
Direct communication	Straight talk	Openly saying what you mean.
Directing	Managing	Giving direction to a process.
Disability	Impairment	A condition.
Disadvantageous	Harmful	Lacking profit or

		advantage
Disagreeable	Unpleasant	Not to one's liking.
Disappointing	Let down	Failing to fulfill expectations.
Disapproval	Dislike	The expression of an unfavourable opinion.
Disarray	Confusion	State of disorganization.
Disaster control	Crisis management	Preventing problems from getting worse.
Discerning	Wise	Able to judge well.
Discern	Spot	Recognize or distinguish.
Discharge	Fulfill	Do your duties.
Discipline	Training	Training people to obey rules.
Disciplined	Focused	Showing good control.
Disclaimer	Warning	Statement denying responsibility.
Disclose	Reveal	Make something known.
Discomfort	Uneasiness	Slight pain or lack of ease.
Disconcerting	Unsettling	Causing one to feel unsettled.
Disconnected	Separate	Lacking connection.
Discontinue	Stop	Cease from doing or providing.

Discord

Disagreement

**Disagreement between
people.**

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