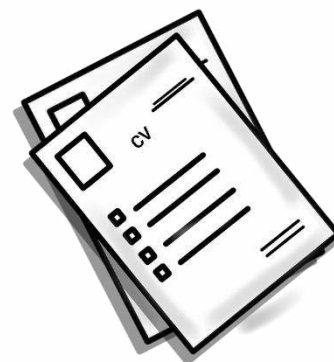


Job Interviews

Warm up

- How would you feel about doing a job interview in English?
- What are some common mistakes people make in job interviews?
- Do you think experience is more important than qualifications in your industry?
- What is a common job interview question that you really don't like?
- Do you remember your first ever job interview? What was it like?



1. Match the vocabulary in the box with the quotes from job interviews below.

hard-working	punctual	reliable	easy to get along with
analytical	ambitious	versatile	determined

- "I'm almost never late, I either arrive early or right on time."
- "I can do lots of different types of tasks. I have good technical skills, good people skills, and I'm good at organizing people. Oh, and I'm creative too."
- "Once I set my mind on a goal, I don't stop, no matter how difficult it is."
- "For me it's important to work in an environment where I have the opportunity to get promoted. I don't mind starting at the bottom, but I want to work my way to the top."
- "I'm usually the first to arrive at the office and the last to leave, and I only take breaks when I really have to."
- "I think one of my best qualities is that you can always depend on me to get my work done. If I say I'll do something, then I'll do it."
- "I'm very good at looking at a problem from all angles and figuring out the best approach. I always try to make decisions based on logic."
- "I'm really good with people. I work well with others, and most people like me."

2. Pairwork: Ask your partner if they think they are one of the phrases from exercise one. Your partner must answer yes or no, and then explain.

Eg. "Do you think you're punctual?"

"To be honest not really. I'm usually a few minutes late."



3. Read the quotes from job interviews and match the underlined sections with their definitions below.

- a) "I majored in supply chain management"
- b) "I think one of my biggest strengths is my ability to organize people and delegate tasks."
- c) "I've been working at a make-up store for 3 years."
- d) "I resigned 3 months ago because I wanted to work in a job where I could push my career forward."
- e) "Unfortunately I was let go due to restructuring."
- f) "I worked at Denzel's Glasses as a sales representative for 3 years"
- g) "I have a lot of experience in dealing with staff disagreements"
- h) "I have a degree in economics, and I wrote my thesis on supply chain management."
- l) "My background is in law, so I can help with contracts and legal issues."

- 1. This is what I'm good at.
- 2 How long I worked at my previous employer.
- 3. This is the field I specialize in.
- 4. I lost my job, but not because of my personal performance.
- 5. The main subject I studied in university.
- 6. The length of time I have spent at my current employer.
- 7. I know how to do this because I have done it before.
- 8. This is my education in detail.
- 9. I left my job.



4. In the next exercise, your partner will interview you for your dream job. Prepare by writing 5 to 9 sentences about yourself using the phrases from exercise 3

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5. Read the job advertisements below and answer the questions below.

	HR Manager wanted at <i>Fruitco</i>
	<p><i>The successful applicant must have:</i></p> <ul style="list-style-type: none"> • 3 years' experience in HR • Tertiary education or higher • Management experience preferred • Must be energetic and hard-working • Must be proficient in payroll software • Should enjoy designing and implementing new strategies

Tele-Sales Position Open

Looking for a fun, energetic working environment full of challenges and rewards? Looking to take command and be responsible for your own success?

Send your C.V and cover letter to Timothyjones@snakeoilsalesmen.com.

Experience and qualifications not necessary, but a good attitude is a must!

Please note: all employees work strictly on a commission basic, no hourly rate available.

Junior Tax Advisor Required at Large Investment Firm

BSU Investments is looking for a thorough, reliable, analytical individual for a position in our tax department. Basic Tax Law certificate required, university degree preferred. This job requires long hours, a great work ethic, and an eye for detail. The successful applicant will have many chances to move up, and will receive comprehensive in-house training. This job is for a young professional with ambition and motivation.

Store Designer for Cosmetics Franchise Needed

There is a position available as a regional store designer for *Babyline Cosmetics*. The successful applicant will be responsible for all the stores in the greater London area, and as such a license is required. A background in design and/or cosmetics is preferred. This person must be able to decorate our stores with the subtle style that is *Babyline* is famous for. The applicant must also be able to dress and conduct themselves in a manner which suits our brand.

- Which job requires a lot of travel?
- Which job does not pay a standard salary?
- Which job requires a university degree?
- In which job would being a team leader be relevant work experience?
- Which position has the most chance of being promoted?
- In which position is personal appearance particularly important?
- Which of these jobs look the most appealing to you?
- Which job do you think you would be best at and why?



6. Listen to 3 interviews for the position of HR manager at Fruitco and answer the questions.

Interview 1: Linda

- a) Why did Linda decide to study IT?
- b) Why does Linda think a degree in IT would be useful for a HR manager?
- c) What experience does Linda have in HR?
- d) Why did Linda decide to move from IT to HR?
- e) What does Linda like most about HR?
- f) What do you think are the pros and cons of hiring Linda? Do you think she made any mistakes in her interview?

Interview 2: Joe

- a) What did Joe study?
- b) Why does Joe think his lack of experience could be a good thing?
- c) According to Joe, what is Fruitco's reputation as an employer?
- d) What experience does Joe have in managing people?
- e) What does Joe say is his biggest weakness?
- f) What do you think are the pros and cons of hiring Joe? Do you think he made any mistakes in his interview?

Interview 3: Melissa

- a) Why did Melissa decide to pursue HR instead of law as a career?
- b) What experience does Melissa have in HR?
- c) How many promotions did Melissa get at Cable-Connect?
- d) How did Melissa deal with dissatisfied staff at Cable-Connect?
- e) Why doesn't Melissa have any references from Cable-Connect?
- f) What do you think are the pros and cons of hiring Melissa? Do you think she made any mistakes in her interview?

 **7. Pairwork: you and your partner are going to interview each other for a job. Follow the steps below.**

Step 1. Choose any job you like and write down any qualifications or experience you have that may be relevant to this field.

Step 2. Tell your partner what job you have chosen, what the main responsibilities are, what skills and qualifications are important in this job, and what type of person the interviewer would be looking for.

Step 3. Your partner should choose 5 questions from the list below and write 3 questions of their own.

- What are your main qualifications?
- What experience do you have in this field?
- What do you think your biggest strengths are?
- I can see here that you worked at....., what were your main responsibilities at that job?
- Why did you leave your previous job?
- Can you tell me about a time you had to overcome a particularly challenging problem at work?
- Where do you see yourself in 5 years?
- Why do you want to work for this company?
- How would you describe yourself as a worker?
- What do you find rewarding about working in this field?

Step 4. Roleplay an interview for the job. Your partner will ask you a question, and for every answer you give, your partner will try to improvise follow-up questions.

Eg "So what were your main responsibilities at your previous job?"

"Well I was a team leader for a small group of IT experts, so my main responsibilities were to delegate tasks and make sure the team members worked together."

"I see, and what was the most challenging part of that position?"