

JOB INTERVIEWS

In your opinion, which factors below are important for getting a job? Choose the five most important. Is there anything missing from the list? Which do you think are not important? Why?

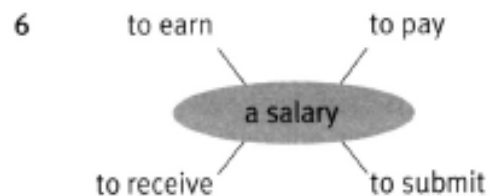
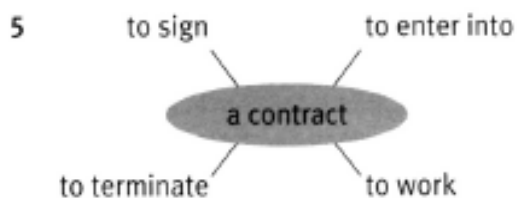
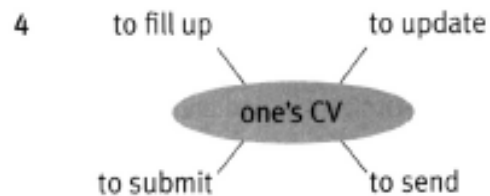
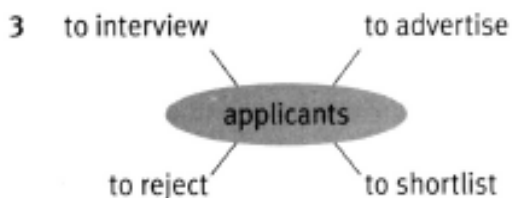
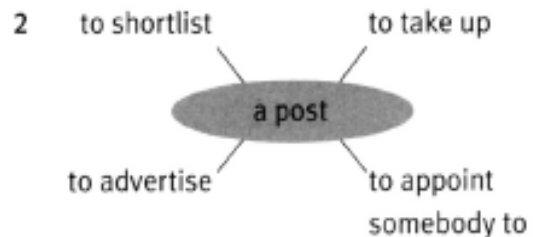
appearance	hobbies/interests	experience	personality
intelligence	marital status	contacts/connections	qualifications
references	age/gender	astrological sign	handwriting
blood group	sickness record	family background	education

Discuss the following statements:

1. Everybody should retire at 50.
2. It is best to work for as few companies as possible.
3. People don't change much during their working life.

Vocabulary practice

B Cross out the verb which does not normally go with the noun in the bubble.



Which phrases can be said by an interviewer, and which by an interviewee?

- Pleased to meet you.
- Would you like anything to drink?
- We'll be keeping in touch.
- Please, sit down.
- Did you get here ok?/Did you have any problems finding the building/the office?
- Have a great day.
- Yes, I'd like to know how many people there are on the team.
- This is my colleague, Mrs Barnes, she is the team manager.
- That's a good question.
- Do you have any questions for us?
- Thank you for your time.
- It was nice talking to you.
- When can I expect to hear from you?
- What are the next steps?

Direct and indirect questions

7 Correct the errors in the word order in these direct and indirect questions.

Direct: Why would you ~~would~~ like to work for us?

Indirect: I'd like to know why you would ~~you~~ like to work for us.

1 Direct: What your greatest strength is?

Indirect: Can you tell me what is your greatest strength?

2 Direct: You have ever managed a team?

Indirect: I'd like to know if have you ever managed a team.

3 Direct: Who your previous employer was?

Indirect: I'd like to know who was your previous employer.

4 Direct: Do you enjoy what about working in teams?

Indirect: You could tell me what you enjoy about working in teams?

5 Direct: When the last time was you solved a problem successfully?

Indirect: Could you tell me when about a time you solved a problem successfully?

8  3.03 Listen to the candidate answering the questions in Exercise 6A. Does he answer the questions effectively? Write *good* (G), *OK*, or *poor* (P) for each of the interviewer's main questions.

1 ___ 2 ___ 3 ___ 4 ___ 5 ___ 6 ___ 7 ___

9 Listen to the interview again. How does the candidate start answering each question? Match the expressions (a-i) with the interview questions (1-7). One of the replies uses more than one phrase.

- | | |
|--|-----------------------------------|
| a As I said before, ... | f Sorry, I didn't catch that. |
| b Let me think now ... | g Sure. I was responsible for ... |
| c I'll need to check and get back to you. | h That's a difficult question. |
| d I'm afraid I don't have much experience, but I ... | i Yes, of course. |
| e I'm not sure, but my friends tell me ... | |

1 ___ 2 ___ 3 ___ 4 ___ 5 ___, __ and ___ 6 ___ 7 ___

10 Match the expressions from Exercise 9 (a-i) with the strategies (A-F) for dealing with questions. What other ways are there for dealing with difficult questions?

- | | |
|-------------------------------|------------------------------|
| A Being honest ___ | D Repeating yourself ___ |
| B Answering positively __, __ | E Asking for repetition ___ |
| C Buying time __, __, __ | F Expressing uncertainty ___ |

Listen to 2 different interviews for the same job. Note down the positive and negative points about the skills and experience of the candidates.

	Positive	Negative
1. Max		
2. John		

4 Work in pairs and discuss the questions.

- 1 What was different about the way Max and John answered the interviewer's questions? What can you learn from this?
- 2 John hasn't worked in a regional sales team before, but lists his transferable skills. Which relevant skills does he say he has?
- 3 How does Sue help John feel comfortable at the beginning of the second interview?
- 4 Who is more suitable for the job, Max or John?

A Choose the best response, a, b or c.

- 1 Why are you leaving your current job?
 - a I don't like my manager.
 - b The work is too hard.
 - c I'm looking for something more challenging.
- 2 What are your weaknesses?
 - a I'm a perfectionist.
 - b I work too hard.
 - c I get nervous speaking in front of groups of people.
- 3 Where do you expect to be in five years?
 - a I'd like to be the head of the department.
 - b I'd like to be succeeding in this company and continuing to develop.
 - c I hope to own my own company.
- 4 How many hours a week do you usually work?
 - a I try to work efficiently, complete my duties and meet my targets while keeping a healthy work-life balance.
 - b I always work overtime. People who don't aren't working hard enough.
 - c Well, how many are in the contract?
- 5 Are you willing to travel in the job?
 - a Yes, as much as you need me to.
 - b Could you tell me more about what the expectations are?
 - c I don't really like travelling, but I will if I have to.
- 6 Do you prefer to work in a team or alone?
 - a I don't like to be alone. I like to talk to colleagues.
 - b I don't like mixing with colleagues and get my job done better if I'm alone.
 - c I'm comfortable in both environments.
- 7 Tell me about a difficult time in a past job and how you overcame it.
 - a I'd rather not talk about it. It was a very difficult time for me.
 - b I used my past experience to overcome the difficulties and also asked colleagues for help.
 - c I haven't had any.

DIRECT AND INDIRECT QUESTIONS - PRACTICE

1A Decide if these are *direct* (D) or *indirect* (I) questions.

- 1 Are you prepared to move if you get this job? _____
- 2 Could you tell me what you liked the most about your last job? _____
- 3 Why did you apply for this job? _____
- 4 I'd like to know if you've worked abroad. _____
- 5 How did you find out about this position? _____
- 6 Why did you leave your last job? _____
- 7 Can you tell me who you admire most in your present company? _____
- 8 I'd like to know what you think your main weakness is. _____

B Now change the direct questions from Exercise 4A to indirect questions and the indirect questions to direct questions. Use the prompts.

- 1 _____ (like to know)
- 2 _____ (what)
- 3 _____ (can)
- 4 _____ (have)
- 5 _____ (could)
- 6 _____ (like to know)
- 7 _____ (who)
- 8 _____ (what)

2 Put the words into the correct order to make indirect questions.

- 1 yourself / tell / more / a / about / you / could / me / little

- 2 last / how / I'd like / you / worked for / employer / many years / to know / your

- 3 job / why / left / tell / previous / me / your / you / please

- 4 I'd / to / like / know more / responsibilities / about / your / last / job / in / your

- 5 I / an internship / if you / would / need / applying / like / for / consider / to / ask

- 6 ambitions / I / if / could / wonder / you / more / about / say / your

- 7 job / emigrate / the / for / me / could / you'd / tell / you / if

- 8 experience / I'd / to / about / your / like / tell / you / me / leadership
