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The job interview

Respond positively to interview questions

Put questions to interviewees

1 What mistakes are these job interviewees making? What should they do?

1 Sorry, I'm late!

2 What does your company do?

3 Why do you want this job?

Because I need a job.

4 Sorry, do you mind if I take this call?

5 My last boss was hopeless!

6 What's the salary?

Any other reasons?

7 My biggest weakness is that I work too hard.

8 I don't have any questions at the moment.

Listening



Ms M. Budka



Mr P. Edmondson

2 ((13.1)) Listen to extracts from two interviews for a job in a bank. Who do you think got the job? Why?

3 ((13.1)) Listen again. What were the exact questions asked?

Key language for an interview

Your strengths

I'm ...
adaptable
creative
determined
efficient
experienced
focused
hard-working
loyal
motivated
sociable
practical
reliable

Your experience

In my work, I've ...
worked on
analysed
assisted
built
carried out
improved
increased
led
managed/supervised
organised
planned
set up
solved

Your interests and ambitions

I'm interested in ...
I'm enthusiastic about ...
I'm keen on + noun
I'm keen to + verb
In the future, I'd like to ...
My aim is to ...

Get ready

4 Which words from *Your strengths* in the Key language section could be used to describe these people? Sometimes more than one adjective is possible.

- 1 I find it easy to think of new approaches to work.
- 2 When I've decided to do a job, nothing can stop me from finishing it.
- 3 You can trust me.
- 4 I like to meet clients and socialise with them.
- 5 I can easily change to suit new situations.
- 6 Actions interest me more than words.

5 Which adjectives best describe you?

6 Find words in the *Your experience* section which can replace the words in bold. There is sometimes more than one possible answer.

- 1 In my last job, I **supported** the sales team.
- 2 We **developed** new software to process claims.
- 3 I **headed** a team of engineers.
- 4 We **did** a reorganisation of the delivery process.
- 5 We **established** a new export department.
- 6 I **prepared** a budget for the following year.

7 How does the form of question A change in question B?

- A** Where were you born?
B Can you tell me where you were born?

8 Use the phrases in column A to transform the direct questions in column B.

A	B
Could you tell us ...?	Where did you work before your current job?
Tell me ...	When did you leave school?
I'd/We'd like to know ...	Why do you want to work for us?
	What do you know about our company?
	Why did you leave your last job?
	How much do you expect to be paid?

Task

9 Work with a partner or in two groups: Interview 1 and Interview 2. Think of a job you would like to have. Tell your partner or the other group. Then prepare questions to ask each other.

Interview 1 questions are on page 86.

Interview 2 questions are on page 85.

10 At the end of the interview, comment on the positive and negative aspects of each others' performances and decide if you got the job.

Follow-up

11 To what extent do you agree with the following?

- 1 Interviews don't work because they don't test things the candidate will actually need in the job, like technical skills, team work, attitude, etc.
- 2 Most job interviews are unnatural situations in which the candidate is scared stiff and the interviewer interrogates to find faults rather than positives. Panel interviews make this situation even worse.
- 3 The interview should be a part of the selection process, but the candidate's references are more important.
- 4 The only way to really test a candidate is to give him or her a sample of the work to do.