

Interview skills



1 In pairs. Discuss these ten tips on what to do to successfully get through a job interview. Choose the five most important tips and explain to the rest of the class why you think they are the most important.

10 interview tips

- 1 Gather information about the company.
- 2 Make sure you know what the job involves.
- 3 Have a copy of your CV with you.
- 4 Prepare a list of things you want to ask.
- 5 Think ahead about the questions that are frequently asked during a job interview and prepare your answers.
- 6 Plan what you are going to wear.
- 7 Be honest about your skills and experience.
- 8 Pay attention to your body language.
- 9 Don't give *yes/no* answers: explain whenever possible.
- 10 Smile and shake hands firmly.

The job interview can sometimes be a long process. Depending on the company and the type of job you are applying for, it may start with screening interviews, which often take place on the phone, followed by in-person interviews, second interviews, and even third interviews!

2 **055** Listen to the job interview. Decide if the sentences are True (T) or False (F).

- 1 David lives with his family. T F
- 2 He often spends his holidays in Spain. T F
- 3 He worked for a company for three years. T F
- 4 He held a managerial position with that company. T F
- 5 In the future, he would like to have a job which involves travelling. T F
- 6 He can play a musical instrument. T F

3 **055** Listen to the job interview again and complete the Evaluation sheet.

AGE	1
RESIDENCE	2
QUALIFICATIONS	3
LANGUAGES	4
WORK EXPERIENCE	5
DUTIES	6
INTERPERSONAL SKILLS	7
INTERESTS	8
REASONS FOR APPLYING	9



**REAL OUTCOME:**

- developing interview skills

21ST CENTURY SKILLS:

- collaboration and teamwork, effective communication, interaction

4 Complete the table (1-7) with the topic of these groups of questions that are frequently asked during job interviews.

Interests • Work experience • Education • Skills • Work habits • Strength and weaknesses • Reasons for applying

Topic	Questions
1	a What school qualifications do you have? b Tell me about your education.
2	c Can you speak any foreign languages? d What computer skills do you have?
3	e What types of companies have you worked for? f What were your responsibilities?
4	g Are you an organised person? h Do you prefer to work in a team or by yourself?
5	i What are your weaknesses? j What are you good at?
6	k Why are you interested in this job? l Why do you want to work for our company?
7	m What do you like to do when you're not at work? n Do you play any sports or team games?

5 Match the answers (1-14) below to the questions (a-n) from Exercise 4.

- I attended a language school.
- Yes, I can speak English and French fluently.
- My duties included preparing business reports.
- I'm good at working under pressure.
- I completed an internship in an accounting company.
- I have a high-school diploma.
- Sometimes I am slower in completing my tasks compared to others because I really want to get things right.
- Yes, I have very good organisational skills.
- Yes, I play tennis and basketball.
- Because I've always been passionate about technology.

- I love reading and going to the cinema.
- Because I want to work in a company that is an industry expert.
- I work well with other people, but I also like working on my own.
- I'm familiar with most computer programmes.

6 Imagine that you are being interviewed for your dream job. Read the questions in Exercise 4 and think about the personal answers you may give to them.

7 In pairs. Student A is the interviewer and student B is the candidate. Read the role cards and role-play the job interview. Use your answers from Exercise 6. Then exchange roles.

INTERVIEWER

Ask the candidate about:

- education;
- work experience;
- duties;
- languages;
- computer skills;
- strengths and weaknesses.

CANDIDATE

Answer the interviewer's questions.
Give personal answers if possible.
Give details of internships you completed or jobs you held in the past.
Describe any work experience you have even if it was only part-time or over a short period of time.