

# JOB INTERVIEW

This page includes interactive exercises to help you shine at the job interview, practice vocabulary and improve your listening and reading skills



## EXERCISE 1

Listen and fill in the missing letters in the words given below.



adv\_ \_rti\_ \_ement



me\_ \_ \_ani\_ \_



e\_ \_perien\_ \_e



\_uali\_ \_cation



\_esu\_ \_e



i\_ \_ter\_ \_iew

We need someone responsible for the job

Sir your search ends here!  
In my previous job whenever something went wrong, everybody said I was responsible!



## EXERCISE 2

Here are some tips for preparing for the job interview. Read the text below and select the best option.

If you have \_\_\_\_\_ the interview stage, your CV must have been \_\_\_\_\_ ! The company now wants to know more about you. But there is still more work to do if you want to get that job! Make sure you have \_\_\_\_\_ the company as thoroughly as possible - use the Internet, company reports, recruitment literature etc. \_\_\_\_\_ yourself of why you applied to this company. Make a list of the skills, experience, and interests you can \_\_\_\_\_ the organisation. Finally, try to \_\_\_\_\_ the questions you will be expected to answer - imagine you are the interviewer!

## EXERCISE 3

Here are some interview tips relating to your appearance and body language. Choose the best option.

1. Make sure your clothes are clean, but \_\_\_\_\_ wear obvious logos or designer names.

- a) do
- b) don't
- c) must

2. Don't use \_\_\_\_\_ much deodorant or perfume!

- a) to
- b) too
- c) two

3. Don't wear too much jewellery. Interviewers don't \_\_\_\_\_ like nose rings!

- a) never
- b) sometimes
- c) usually

4. Wear \_\_\_\_\_ that are smart, but comfortable.

- a) cloths
- b) clothes
- c) covers

5. Arrive well \_\_\_\_\_ the interview time.

- a) before
- b) after
- c) later than

6. Make eye \_\_\_\_\_ with the interviewer when you are introduced.

- a) contactation
- b) contract
- c) contact

7. Give a firm handshake, and make sure you \_\_\_\_\_!

- a) snore
- b) smile
- c) snigger

8. Don't appear over-confident, for example by leaning too far back in your chair, but do try to \_\_\_\_\_.

- a) relax
- b) relapse
- c) collapse

#### EXERCISE 4

Match the common interview questions with the suitable responses.

1. Why did you choose this company?	A. People say I'm sociable, organised, and decisive
2. What are your strengths/weaknesses?	B. My aim is to have a position in the Management Team
3. How would your friends describe you?	C. I have excellent time management, but I can be impatient for results
4. What is your greatest achievement?	D. Because I think I'll find the work environment both challenging and rewarding
5. How well do you work in a team?	E. I always support my colleagues and believe we should work towards a common goal
6. Where will you be in 5 years?	F. Leading the University football team to the national Championships

Do what you  
love  
what you do