



Job

Interview



CURRICULUM VITAE

Name: Svetlana Vlasova
Nationality: Russian
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Education

2006–2007 Business Administration Graduate Diploma, University of Birmingham
1998–2001 Degree in Business and Commerce, Faculty of Economics and Management, St Petersburg, Russia
1994–1997 Secondary School: School N1, St Petersburg, Russia

2004–2005 Regional Branch Manager, LMO Instruments, St Petersburg, Russia

- setting up a new sales office in St Petersburg
- recruiting a team of sales staff
- developing new selling methods to increase sales

2002–2003 Sales Specialist, Dertov Instruments, St Petersburg, Russia
• responsible for sales of instruments, including customer service

1 Have you ever had a job interview?

What company?

Who interviewed you?

What questions did they ask?

Was the interview successful?

2 Have you ever interviewed somebody for the job?

What questions did you ask?

What characteristics did you want to see in a candidate?

Did you hire him/her? Why (not)?

Interviewing for a job

In 3 minutes brainstorm typical job interview questions.

Language focus 1

Present perfect

Look at the given questions and compare with your ideas. Were your guesses correct?

Match the job interview questions (1–5) with their answers (a–e).

- | | |
|---|---|
| 1 How many jobs have you had since leaving university? | a) I now have more responsibility and work longer hours. |
| 2 Why have you changed jobs so often? | b) Well, I lead the sales team. I'm also chairperson of a local business association. |
| 3 What have you done that shows leadership? | c) I wanted to earn more money. |
| 4 In what ways has your job changed since you joined the company? | d) Well, the boss in my last company wasn't easy to work with. |
| 5 Have you ever worked with a difficult person? | e) I've worked for six companies. |



12.1 Now listen and check your answers.

What form of the verb do you see in the questions?

Look at question 1 – is the candidate still a student?

Now, look at the answer E – does the candidate say WHEN he worked for these companies?

Present perfect

Uses

We use the present perfect when we think about the past and present together. In particular, we use this tense

- to talk about actions that began in the past and continue in the present.
*She's **worked** here for years.* (She still works here.)
- to talk about life experiences.
*He's **had** a number of jobs. He's **been** a project manager, a financial analyst, and he's **started** his own Internet business.*
- to talk about the present result of a past action.

Past action

completed the report
yesterday

*I've **put** it on her desk.*

Present result

*She's **reading** it now.*

advertising campaign
last month

*Sales **have gone up**.*

*We're **making more**
money.*

Complete these interview questions using the present perfect form of the verbs in brackets.

- 1 How *have you changed* (you change) over the last five years?
- 2 What other jobs (you apply for) recently?
- 3 What (you read) recently?
- 4 What kind of people (you work) with?
- 5 What sort of bosses (you have)?
- 6 What (you learn) from your other jobs?
- 7 What sort of problems (you have) to deal with?
- 8 What (you do) that shows leadership?

Practice the questions.

Reading

A curriculum vitae

Look at Svetlana Vlasova's CV (curriculum vitae)

Put the headings from the box in the correct place in the CV.

Education- Interests Key skills References Work experience

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Education...¹

- 2006–2007** Business Administration Graduate Diploma, University of Birmingham
1998–2001 Degree in Business and Commerce, Faculty of Economics and Management, St Petersburg, Russia
1994–1997 Secondary School: School N1, St Petersburg, Russia

.....²

- 2004–2005** Regional Branch Manager, LMO Instruments, St Petersburg, Russia
- set up a new sales office in St Petersburg
 - trained a team of sales staff
 - developed new selling methods to increase sales
- 2002–2003** Technical Sales Specialist, Dertov Instruments, Omsk, Russia
- sold a wide range of instruments, including software
 - organised and presented customer seminars

.....³

Fluent in Russian, English and German
Computer skills: Microsoft Word, PowerPoint, Java, Linux systems

.....⁴

Cinema, travel, skiing, aerobics

.....⁵

Professional and personal references available on request

Decide whether these statements are true or false.

- 1 Svetlana Vlasova studied in Russia.
- 2 She has worked for three different companies.
- 3 She gave seminars when she worked for LMO Instruments.
- 4 She was a manager when she worked in St Petersburg.
- 5 She has been responsible for staff training.
- 6 She can speak more than two languages fluently.

Answer these questions in pairs.

- 1 How many pages is a typical CV in your country?
- 2 Do you include a photo? Do you think it is a good idea?
- 3 Does it have the same headings as Svetlana Vlasova's CV?
- 4 Do you include any other information in CVs in your country?

Listening

**Interviewing for
a job**



12.2 Svetlana Vlasova is applying for a job as an overseas team leader in Germany. Listen to part of her interview. Complete her answers.

Reasons for applying	First of all, I like ... <i>meeting</i> ¹ people and getting people to work together as a ² . And then, I like ³ and ⁴ my languages.
Strengths	I'm ⁵ in German and English. I get on well with people. I'm also good at ⁶ people and at getting them to achieve ⁷ together. I love organising events for ⁸ .
Weaknesses	I'm not really ⁹ when people don't meet deadlines.
People you work well with	The people I like best are those who work ¹⁰ and who are ¹¹ .
Interests	I like travelling, and I like discovering new ¹¹ .
Questions	If I get the job, when would you like me to ¹³ ?

What are your strengths and interests? What kinds of people do you work well with?

Language focus 2

Past simple and present perfect

Compare the sentences and complete the rules.

Svetlana Vlasova **studied** in Russia. (*Is she a student now?*)

She **has worked** as a Regional Branch manager for 2 years.

(*Is she a Regional Branch manager now?*)

- We use the **past simple** to talk about completed actions that happened in the past. **with expressions of finished time.**

We use the **present perfect** to talk about actions that continue from the past to the present. **with expressions of time that take us up to the present.**

Underline the past simple or the present perfect form of the verbs to complete this extract.

I think I had / have had¹ an interesting career. I studied / have studied² at Oxford University from 1997 to 2000. Then I applied / have applied³ for jobs abroad. I worked / have worked⁴ in Hong Kong for a year, and then I went / have been⁵ to Japan in 2002.

I did / have done⁶ a number of different jobs. I sold / have sold⁷ computer software in Hong Kong. I taught / have taught⁸ English in Japan. I wrote / have written⁹ a book, and I ran / have run¹⁰ my own business.

Tick the expressions you can use to complete this sentence.

The manager has been here before .

before



often



twice



for two hours



last year



this afternoon



since 2 o'clock



at 2 o'clock



two weeks ago



recently

