READING

Topic: Jobs and Work

How to Interview for a Job!

Congratulations![1] You've **applied**[2] for several jobs in the past few weeks, and you just found an email in your inbox inviting you to your first job interview next Tuesday. That's great! But don't get too excited . . . the job isn't yours yet! You still have to attend an interview before you get **hired**[3]. And almost certainly there will be many other people interviewing for the same job! Here, then, are eight important things that you should know about interviewing – so that you can get that job you've always wanted.

1. First, go online and find out as much as you can about the company and the position that you are applying for. This is important because you want a job that is right for you. For example, you might not really want the job if you have to work on weekends or late at night. As well, it shows the interviewers that you are a serious **applicant**[4] – someone who may stay with the company for a long time.
2. Before the interview, prepare a list of questions that you think the interviewers may ask you. Then, practice answering them, perhaps with a friend.
3. Dress well for the interview. However, this doesn't mean that you have to arrive for the interview wearing a suit and tie, especially, for example, if you are interviewing for a job as a waiter or a waitress.
4. Arrive a few minutes early. Arriving late for an interview is never a good thing.
5. There may be two or three interviewers, and it's always very polite to give each of them a printed copy of your **resumé**[5]. Bring several copies of your resumé with you.
6. Smile, be friendly, and be confident. Use good eye **contact**[6] and **body language**[7]. Remember to relax, because, if you feel nervous, you will look and sound nervous.
7. Prepare a few **appropriate**[8] questions to ask your interviewers. Make sure to avoid asking questions like, "How many holidays will I get?"
8. Finally, email your interviewers (after a day or two) and thank them for their time.

What other job interview advice can you think of?

LIVEWORKSHEETS

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How Much Do You Understand?



- *Complete the statements.*

1. Getting a job interview	A. information about the company.
2. You should find out	B. resumé to give to all your interviewers.
3. You can practice for the	C. questions and thank them later by email.
4. Look nice at the interview by	D. interview with a friend.
5. Bring extra copies of your	E. doesn't mean that you have a job yet.
6. Ask your interviewers	F. wearing nice clothes and by smiling.

Discuss

- *Discuss the following questions with your classmates.*

1. Have you ever been to a job interview? Yes? Describe your experience.
2. What job do you have now? / What job would you like to have? Why?
3. How might an online interview be different from a face-to-face interview?
4. The article suggests eight important things you should know about interviewing for a job. What three other things can you think of?

Write

- *In addition to these eight important things you should know about interviewing for a job, what other job interview advice can you think of?*

1. _____
2. _____
3. _____

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