

(HR=Human Resources; EM=Employing Manager)

HR: Thanks **for** _____ with me about this next _____ of interviews.

EM: No problem. **I'm really looking forward to** _____ Andy again.

HR: Yes, he really stood out from the others. Of the three _____ passed to the next round, he is perhaps the most _____.

EM: Yes, I _____, but **I am bit** _____, because he has changed jobs **quite a lot** since he _____ from university.

HR: I see _____. It's _____ **to** _____ with the younger generation really, but it is **quite common** nowadays. Younger people rarely _____ in a job for more than _____ or _____ years.

EM: Do you see that as a _____?

HR: No. In fact, it might even be a _____ thing because it is _____ **for** _____ **to** _____ an employee with right kind of experience for the job.

EM: That's a _____. And he will bring with him a lot of _____ of the industry.

HR: Yes. It's _____ **for** _____ **to** _____ someone with the right _____ of _____ and _____.

EM: From what I saw on his résumé, he _____ the _____ qualifications. In fact, he went to one of _____ universities _____ the country. I was impressed with that.

HR: Yes, but remember that **if** he _____ this second interview stage, he _____ sit our internal exam, which will test his knowledge of the area.

EM: Will it provide us with enough information to _____ a _____?

HR: _____. **If** he _____ well in the test, **then** we ask for _____ recommendations from former _____. These should tell us something about his _____ and _____ ethic, which is more _____ **to** _____.

EM: True. A strong work ethic is important. And he _____ **to** _____ a strong character to deal with the kind of clients we have.

HR: **If it works out** and we offer him an attractive package, **he is** _____ **to** _____ with us for _____ to _____ years. **Let's** _____ how he performs in this new interview.

EM: (laughing) ... Yes, let's. Shall we call him in and _____ **started**?

(I = Interviewer; A = Andy)

I: And, _____ **about** this second interview?

A: I am _____ **about** _____ interviewed a second time, but I think **it's** _____ in any hiring _____ **to** _____ a little nervous. I _____ **to** _____ **for** a job in a new company because I'm _____ **in** _____ new _____. Besides, I have already been in my present job for _____ and _____ years, which is good by today's _____ - not so long that I become _____ in the same company, not too short that I seem _____ or _____ to future employers. I think **it is** _____ **to** _____ companies occasionally as **this is** _____ **to** _____ **about** my _____ and to **keep** _____ as a professional. _____, some managers, especially more traditional ones, might see this as moving around too much and might think that I will not be reliable or stay long in their company so **I'm afraid of** _____ taken as _____. Another thing that I worry about doing in this interview is freezing because of my shyness.

I'm _____ **at** _____ people, and this can come across as _____ or stand-offish. However, I know that I have great industry _____ and a suitable educational _____, so I'm _____ **about** _____ the requirements of the job.