JOB INTERVIEW – EXAMPLE

1. Read the interview and fill in the gaps with the following words.

responsible, resumé, salary, work (3), part-time job, experience, english (3), look, reliable, languages, computer skills

MANAGER: Good morning. Please sit down.

JENNY: Thank you.

MANAGER: So, your name is Laura and you're 17. You're still studying?

JENNY: Yes, I'm in the last year of school.

MANAGER: OK. Now, let's _____(1) at your _____(2). You speak four _____(3)?

JENNY: Yes, Spanish, _____(4), French and Italian.

MANAGER: Great! And what's your level of _____(5)?

JENNY: Well, I've been studying _____(6) for ten years, but I'm not sure about my level.

MANAGER: Do you have any _____(7) working in an office?

JENNY: No, this is the first time I've applied for a job.

MANAGER: OK. What are your strengths?

JENNY: I'm very _____(8) and _____(9).

MANAGER: And what about your _____(10)?

JENNY: They're good. I can use Word, Excel and Powerpoint.

MANAGER: Why do you want to _____(11) here?

JENNY: I love fashion and I think it would be interesting to _____(12) in a fashion company.

MANAGER: How many hours can you _____(13) every week?

JENNY: Up to 20 hours during the week and all day on Saturdays.

MANAGER: And what _____(14) do you expect?

JENNY: I don't know. How much do people usually get for a _____(15)?

MANAGER: Usually between $300 and $500 a month.

JENNY: That's OK.

MANAGER: Thank you for coming today, Laura.

JENNY: Thank you for seeing me.

LIVEWORKSHEETS

2. Match the following adjectives to their definitions and then, translate them below.

1. self-confident …..	a. able to wait calmly without getting upset.
2. experienced ….	b. paying close attention to small things.
3. patient ….	c. having the ability to think of new ideas or make things in an original way.
4. proactive ….	d. able to be trusted or depended on.
5. adaptable ….	e. having knowledge or skill from doing something for a long time.
6. hard-working ….	f. taking action before something happens.
7. reliable ….	g. feeling sure about yourself and your abilities.
8. attentive to detail ….	h. doing things you need to do and taking care of yourself and others.
9. dedicated ….	i. able to convince others to agree with you.
10. persuasive ….	j. able to change easily when needed.
11. responsible ….	k. able to do things by yourself without help.
12. independent ….	l. showing strong commitment to something.
13. creative ….	m. putting a lot of effort and time into your work to do it well.

TRANSLATIONS

a. atento a los detalles _____
b. adaptable _____
c. independiente _____
d. proactivo _____
e. responsable _____
f. paciente _____
g. trabajador _____
h. persuasivo _____
i. confiable _____
j. seguro de sí mismo _____
k. creativo _____
l. dedicado _____
m. experimentado _____

Complete the sentences about youself:
I am _____ , _____ and very _____, but I am not
_____ ,_____ or _____.

LIVEWORKSHEETS

3. You're applying for an administrative assistant position at a car company. Read the manager's questions and answer them about yourself.

MANAGER: Good morning. Please sit down.

You: Thank you.

MANAGER: So, your name is _____: and you're _____years old. You're still studying?

You: Yes, I am.

MANAGER: OK. Now, let's look at your resumé. How many languages do you speak?

You: _____

MANAGER: Great! And what's your level of English?

You: Well, I've been studying English for_____ years.

MANAGER: Do you have any experience working in an office?

You:_____

MANAGER: OK. What are your strengths? How can you describe yourself?

You: I'm_____

MANAGER: And what about your computer skills?

You:_____

MANAGER: Why do you want to work here?

You:_____

MANAGER: How many hours can you work every week?

You: _____

MANAGER: And what salary do you expect?

You: _____

MANAGER: Thank you for coming today.

You: Thank you for seeing me.

LIVEWORKSHEETS