ATTENDING A JOB INTERVIEW



1 Character traits

Read the sentences below and match them with the character traits. What traits are important for the job that you want?

1. Mike doesn't mind stress. In fact, it helps him work better.
2. Julie is always already at her desk when everybody else arrives at the office.
3. Julio wants to be chairman of his own company one day.
4. Dave hardly ever makes mistakes. He double-checks all his calculations.
5. Bettie keeps making the same silly mistakes. She often misspells clients' names in her emails.
6. Carlo always supports his coworkers and accepts their advice.

a. able to work in ateam
b. able to work under pressure
c. ambitious
d. careful
e. careless
f. punctual

2 Job interview advice

Look at the list on the next page. Do you think these are good or bad things to say in an interview? Put 'G' (Good) or 'B' (Bad) next to each sentence.

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1. I'm looking for new challenges.
2. I'm really nervous.
3. How much will I earn?
4. In the short-term I want to develop my skills and gain more experience in sales.
5. My weakness is that I work too hard.
6. I really need this job!
7. I work pretty well under pressure. I find it very motivating.
8. My current boss is horrible.
9. No, I don't have any questions for you.
10. I love the idea of free snacks on Fridays!

3 Reading

Now complete the text below with statements from Exercise 2.

Never say these things in a job interview

Here are 7 things you should never say in a job interview:

_____ [1]

If you don't know your potential salary, you shouldn't ask about it too early in the interview. If you do this, the interviewer will think you're only interested in money and nothing else. Employers want people who are a good match for the position that they're offering. Salary negotiations should wait till the end of the interview.

_____ [2]

Companies don't want to hire someone who doesn't have any confidence. So, it's not always good to be honest. If you're nervous, you should try not to show it.

_____ [3]

If the interviewer asks about your weaknesses, you shouldn't reply with a standard response that sounds like a hidden strength. Experienced interviewers know this trick. Instead, tell the employer about a real weakness, but a weakness that isn't so important for the job.

_____ [4]

Don't mention how much you like some of the company's benefits, such as free snacks. The interviewer will think that you don't care about the success of the company.

_____ [5]

Try not to show that you're desperate for the job. Desperation is a sign of weakness.

_____ [6]

Never criticize a former boss or company. It's not classy, and it'll make you sound negative.

_____ [7]

When the interviewer asks if you have any questions, don't say "no." This makes you look unprepared for the interview or not interested in the job or company.

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4 Talking point

Do you agree with the advice in the article?

5 Interview

Look at the typical interview questions below. Listen to the dialogue and check the ones that you hear.

Audio

- [ ] How would you describe yourself?
- [ ] Could you tell me who you work for at the moment?
- [ ] How long have you been working for....?
- [ ] Why do you want to work for this company?
- [ ] Why are you leaving your job?
- [ ] What can you offer our company?
- [ ] You know this job requires a lot of travel. Is that a problem for you?
- [ ] Do you have any experience in ...?
- [ ] What are your goals for the future?
- [ ] What is your greatest weakness?
- [ ] How do you cope with pressure?
- [ ] What are your salary requirements?



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6 Checking understanding

Listen again and choose the best answer for each question below:

1. How long has Kate been working for KP Lewis?

   a. 3 years b. 4 years c. 8 years

2. How long has she been working in the accounting department?

   a. 3 months b. 4 months c. 8 months

3. Why is she leaving her job?

   a. She is not well-paid.
   b. She can't use all her skills.
   c. Her boss is horrible.

4. Is traveling a problem for her?

   a. yes b. no c. maybe

5. Why was she successful as a sales representative for a language school?

   a. The school increased its profit.
   b. The school sold more books.
   c. The school increased registrations.

6. What are her short-term goals for the future?

   a. She wants to buy a house.
   b. She wants to develop her sales skills.
   c. She wants to become a manager.

7. What are her long-term goals?

   a. She wants to obtain a high position in a company.
   b. She wants to start her own business.
   c. She wants to work for a school.

8. What is her greatest weakness?

   a. She works too hard.
   b. She's a perfectionist.
   c. She makes appointments at the last minute.

9. What motivates her to focus on her work?

   a. teamwork b. pressure c. a good salary

7 Role play

In pairs, interview each other for a job of your choice. Use questions/expressions from this lesson and any others that you know or think you need. Would you give your partner the job? Why/why not?

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