

A JOB INTERVIEW

Activity 1. These are some frequently asked questions (FAQS) at job interviews. Match the Questions with the Answers (write the question number next to the answer).

1. Can you tell me about your educational background?
 2. Why do you think you are a good candidate for this job?
 3. What is your current job?
 4. And why do you want to leave (your current job)?
 5. What are your career objectives?
 6. Can you describe your strengths?
 7. Are you available to start immediately?
 8. Are you flexible about hours?
 9. Do you speak any foreign languages?
 10. This job calls for a lot of overtime. How do you feel about that?
 11. Have you got any references?
 12. What are your interests?
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- a) I have an intermediate level of Spanish and a basic level of French.
 - b) I hope to have a career in Advertising Design.
 - c) I am very professional and organized. I can multitask. I have got excellent creativity and computer skills, and I can work under pressure.
 - d) I love Plastic Arts, especially drawing and painting. I like calligraphy and I design my own Fonts. I like travelling, swimming and playing the guitar.
 - e) I am interested in Branding and Logotype Design, and I believe I can make a direct and immediate contribution to your company.
 - f) Yes, they are listed on my CV.
 - g) I am OK with that.
 - h) I studied BA (Hons) Graphic Design at Leeds Art University.
 - i) I am a freelance Graphic Designer.
 - j) I feel I need a bigger challenge, and the position you are offering seems ideal.
 - k) I don't mind being flexible about hours.
 - l) Yes, I can start next week.

Activity 2. Drag and drop: Use the information below to complete the job interview form.

0113 9496 0757 *Creative Freelance Graphic Designer: 2021-Present*
Shop Assistant at Family Bake Shop: 2018-2020

B.A (Hons) Graphic Design. Leeds Art University. 2020-2023

helenwright789@gmail.com

*86, Park Lane,
LEEDS LS85 8ON*

*English: native (excellent Spelling & Grammar).
Spanish: intermediate level.
French: basic level.*

*Adobe Creative Suite (Illustrator, InDesign, Photoshop).
Calligraphy. Font Design (Script & Decorative Fonts).
Photo retouching. Branding. Logo Design. Colour Theory.*

*Creativity. Multitasking. Attention to detail. Punctual. Polite.
Positive attitude. Willing to learn new skills. Problem-solving
skills. Persuasion & Negotiation. Can work under pressure.*

INTERVIEW FORM

Name:	<i>Helen Wright</i>		Telephone:			
Personal address:			Personal e-mail			
Education:	Secondary school	✓	University	✓	Vocational training	X
Institution:						
Technical skills: (Hard skills)						
Languages: (native/ fluent/ intermediate/ basic level)						
Work experience: (Job title/ Place/ Years)						
Personality: (Soft skills)						
Interviewer:	<i>James Blake</i>		Date:	<i>5th September</i>		
Schedule a second interview:			Yes: ✓	No:		