

## Interviewing: Human Resources

a. How would you behave in the following situation: you are on a desert island and you want to survive. Decide who can help you from a given list and how.

<b>A</b>	<b>B</b>	<b>C</b>
<ul style="list-style-type: none"> <li>• Engineer</li> <li>• Teacher</li> <li>• Lawyer</li> </ul>	<ul style="list-style-type: none"> <li>• Pilot</li> <li>• Singer/actor</li> <li>• Technician</li> </ul>	<ul style="list-style-type: none"> <li>• Physicist</li> <li>• Sailor</li> <li>• Firefighter</li> </ul>
<b>D</b>	<b>E</b>	<b>F</b>
<ul style="list-style-type: none"> <li>• Cook</li> <li>• Sales consultant</li> <li>• Economist</li> </ul>	<ul style="list-style-type: none"> <li>• Chemist</li> <li>• IT</li> <li>• Geologist</li> </ul>	<ul style="list-style-type: none"> <li>• Hairdresser</li> <li>• Doctor</li> <li>• Executive director</li> </ul>

b. How the given situation is connected with the topic of HR.



## LET'S DISCUSS...

### a. How to get the job? Your tips.

b. Divide these tips on how to get the job into two categories and group your choice.

 <b>GOOD TIPS</b>	 <b>BAD TIPS</b>
1. You make a list of questions you want to ask the interviewer.	
2. You meditate for half an hour before you leave for a job interview.	
3. You wear very flattering clothes for the job interview and feel very uncomfortable.	
4. Before sending off your letter of application, you show it to a few friends for their comments.	
5. You decide to wear the most comfortable clothes for your job interview though they are not smart.	
6. You find out which newspaper usually advertises vacancies that you are looking for, and study columns regularly.	
7. You make it clear for a prospective employer that a number of other interviews are lined up	
8. You ask your friends to practice with you the interview before the big day arrives.	
9. As you sit down you tell the interviewer that you are really nervous.	
10. When the interviewer asks you "What job would you like to be doing in ten years' time?", your answer is "Your job".	
11. You phone your local employment office to see if they have a suitable vacancy for you.	
12. You send unsolicited letters of application to companies you are interested in working for.	
13. During the interview, you avoid looking into the interviewer's eyes.	
14. You go to the job interview with some notes of how you will develop the company's core products and customer service.	



## LET'S DISCUSS...

- Do you remember your job interviews?
- What tips have you already used and what are new for you?



## MATCH THESE WORDS TO THEIR DEFINITIONS ON THE RIGHT:

<b>STRENGTH</b>	Achieve or have the standard of skill, knowledge, or ability that is necessary for doing or being something
<b>WEAKNESS</b>	Something a person is good at
<b>SKILL</b>	The jobs that someone has had, or the type of work they have done, in the past
<b>REQUIREMENT</b>	A system of working in which people work a set number of hours within a fixed period of time, but can change the time they start or finish work
<b>QUALIFICATION</b>	A particular part or quality of someone or something that is not good or effective
<b>WORKING EXPERIENCE</b>	Payment system in the company
<b>REFERENCE</b>	An ability to do an activity or job well, especially because you have practiced it
<b>FULL-TIME WORK</b>	Something that you must do, or something you need
<b>PART-TIME WORK</b>	A letter that is written by someone who knows you, to describe you and say if you are suitable for a job, course, etc.
<b>REMUNERATION SYSTEM</b>	Done for all the hours people usually work
<b>FLEXITIME</b>	If you work like this, you work for only some of the day or the week
<b>QUALIFY FOR</b>	An ability, characteristic, or experience that makes you suitable for a particular job or activity



## WHAT QUESTIONS WOULD YOU ASK THE CANDIDATES ON THESE POSITIONS?

- Marketing manager in a car production company
- Call center employee in a bank
- Sales representative in a luxury perfume shop

*For example: Do you have any working experience in the automotive industry?*

*What skills should a good employee have to work in a call center?*

