

A JOB INTERVIEW

SŁOWNICZEK

relevant - stosowny
responsibilities - obowiązki
suitable - odpowiedni
qualities - cechy

Interviewing

- Good afternoon, Ms Please, take a seat.
- Why are you interested in this job?
- Do you have any previous experience (of) ...? What were your responsibilities?
- What qualities do you have that make you suitable for this position?
- Do you have any questions?
- I'll let you know by Thank you for coming.

Responding

- Thank you.
- I'd like to get some relevant experience/save some money etc.
- I did some voluntary work in/at (a school/a radio station/a hospital etc.).
- I worked as a(n) (waiter/waitress/ shop assistant etc) last year etc./ I was responsible for .../I organised ...
- I'm cheerful/hardworking/patient/ energetic/friendly etc.
- What hours will I be working?
- Thank you for your time. I am looking forward to hearing from you soon.

a) Read the dialogue and complete each gap with a suitable word.

A: Good morning, Miss Higgins.
Please take a seat.
B: Thank you.
A: Now, let's start. Could you please tell me why you are interested 1) this job?
B: Well, I am starting a degree in Education in September. I would 2) to get some relevant experience and save some money over the summer.
A: Do you 3) any previous experience of working 4) children?
B: Yes, I do. I did some voluntary work at an after-school club last year. I really enjoyed 5)
A: What were 6) responsibilities?
B: I mainly organised games and craft activities 7) young children.
A: Good. And what qualities do you have that make you suitable 8) this position?
B: Well, I am very cheerful and patient. I am also creative and I like children.
A: I see. Do you have 9) questions?
B: Yes, just one. If I get the job, 10) hours will I be working?
A: The hours are 9 am to 3 pm Monday 11) Thursday.
B: That is fine.
A: Well, I will call you to let you know 12) next Friday.
Thank you for coming, Miss Higgins.
B: Thank you. I am looking forward to hearing from you soon.



b) Listen and check.

A Good morning, Miss Thompson. 1)
B Thank you.
A Now, why are you interested in the job of supermarket cashier?
B 2)
A Do you have any previous experience?
B Yes I do. 3) I really enjoyed it.
A That's great. So, why do you think you're suitable for this job?
B 4) I also love talking to customers.
A I see. Do you have any questions?
B Yes. 5)
A 5pm to 9pm, Wednesday and Thursday.
B That's good news. 6)
A OK. I'll call you to let you know by the end of the week. Thank you for coming.

Complete the dialogue with the sentences.

- a** What are the working hours?
- b** Well, I need a part-time job.
- c** Please take a seat.
- d** I can work after college, then.
- e** I think I'm hard-working and responsible.
- f** I worked in a grocery shop last year.

Read the rubric. In pairs act out the dialogue using the suggested plan.

Bierzesz udział w rozmowie o pracę na stanowisko kelnera/kelnerki. Osoba A jest menadżerem restauracji, a osoba B kandydatem na stanowisko. W rozmowie należy poruszyć następujące kwestie:

powód ubiegania się o to stanowisko

cechy odpowiednie na to stanowisko

doświadczenie kandydata

dni i godziny pracy

A
 Ask why B wants the job.
 Ask about B's experience.
 Ask B why he/she is suitable for the job.
 Ask B if he/she has any questions.
 Tell B about the days and hours of work and say you will be in touch.

B
 Say you need an evening job.
 Tell A about your experience.
 Say why you are suitable.
 Ask about what days and hours you will have to work.
 Thank A for his/her time.

- A: _____
 B: _____

Podczas wakacji pracowałeś/pracowałaś jako au pair. Rozmawiasz na ten temat z kolegą z Anglii. W rozmowie z egzaminującym porusz poniższe cztery kwestie. (Rozmowę rozpoczyna egzaminujący).

zakres obowiązków

twoje umiejętności

wynagrodzenie i dodatki do pensji

sposób spędzania czasu wolnego

Complete the dialogue below.

Examiner What did you do during the holidays?

Student (Udziel odpowiedzi).

Examiner Sounds like fun!

Student Fun and hard work! I had to (Wymień swoje obowiązki).

Examiner And did you have to do anything that you didn't enjoy?

Student (Powiedz, jakie prace nie sprawiały ci przyjemności, i wyjaśnij dlaczego).

Examiner I see. So how did you manage?

Student It wasn't really a problem for me. (Opisz swoje umiejętności).

Examiner Did you need any particular qualifications?

Student (Udziel odpowiedzi).

Examiner Did you save any money?

Student (Udziel odpowiedzi) . The salary was
(Podaj wysokość pensji). I also got (Powiedz, jakie dodatki do pensji otrzymałeś).

Examiner Not bad. Did you have to work all day?

Student No. I didn't. I had a lot of free time. (Powiedz, co robisz/robisz w czasie wolnym).

Examiner Lucky you.