

You are going to read a magazine article in which five career consultants give advice on interview technique. For questions 1 – 10, choose from the consultants (A – E). The consultants may be chosen more than once.

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Which consultant makes the following statements?

Interviewers look for applicants with specific skills.

1

Try to make a good impression early in the interview.

2

Insufficient preparation by applicants is a common weakness.

3

Doing prior research helps distinguish you from other applicants.

4

Give yourself a moment to think about your answers to interviewers' questions.

5

You should be able to support your application with additional information at an interview.

6

Find out the opinion of other people who deal with the organisation.

7

Consider the match between the job requirements and your experience.

8

Getting an interview indicates that the employer believes you can do the job.

9

Use a number of sources to discover more about the organisation.

10

### **Job interviews: expert advice for graduates**

*Are you a graduate about to apply for jobs? We asked five career consultants to give some tips on performing well in interviews.*

#### **Consultant A**

Ask recruiters what disappoints them most about the people they interview and the answer is often the same – lack of knowledge of their organisation. And lack of knowledge suggests lack of interest. You will have learned research skills in your university degree, so apply them to job hunting and don't forget that social networks can also provide a lot of inside information. Find out how the organisation you are applying for has developed in recent years, how its products or services and markets have changed, who its competitors are, what its ethos is. Then use that information intelligently – simply regurgitating facts won't impress the interviewers. Instead, you need to demonstrate an understanding of what it all means for you as a prospective employee, what the challenges would be and the skills and attributes you'll need to make a positive contribution.

#### **Consultant B**

Three-quarters of interviews are failed within three minutes of entering the room. Interviewers are put off by weak handshakes, a lack of eye contact, poor body language and poor posture (slumped shoulders suggest a lack of confidence). Many recruiters make early judgements about your trustworthiness, likeability and professionalism and spend the rest of the interview confirming these opinions. You should shake hands firmly and warmly, but wait to be invited to sit down. Strong handshakes communicate sociability and friendliness – normally desirable qualities in candidates – whereas weak handshakes may communicate introversion and shyness. At the start of the interview you should smile at and maintain good eye contact with the interviewer. Take a little time to consider your response to what the interviewers ask before speaking. Then, when you have decided what to say, speak clearly and not too fast.

#### **Consultant C**

Inevitably, you will be asked at some stage during the interview why you want to work for the organisation you are applying to. This is a great chance to show your business awareness, but you'll need to prepare. Before the interview, contact one of the organisation's

customers – you should be able to identify some through an internet search – and ask them questions such as: 'What's it like to do business with company X?', 'What makes them stand out?', 'What makes them successful (or not)?' And then at interview explain the research that you've done and include their customer's responses in your answers. That way you'll stand out from the crowd; not only will you give evidence of your personal enterprise and your genuine interest in the organisation, but also your understanding of the business world.

#### **Consultant D**

Most employers will want you to demonstrate a particular set of abilities which they believe are essential to the job role, for example team work, communication, problem solving and time management. At interview, you are likely to be asked to give specific examples of times when you have demonstrated those abilities. Employers recognise that you might not have lots of directly relevant work experience, so when they ask these questions they will usually be happy for you to provide examples from any aspect of your life, such as your studies, part-time work, volunteering, interests or extra-curricular activities. So before you go to an interview, check the job description for the skills and competencies required, then reflect on your experiences and think about examples that you could use as evidence.

#### **Consultant E**

It's natural to be nervous, but if an employer thought you weren't good enough, they simply wouldn't waste their time on getting to know you in an interview. What interviewers aim to do is find out whether what's written in your application is genuine and how well you'll fit in. So the best advice I can give is: just be yourself in the interview. Of course, they'll also be testing your understanding, motivation and ability, most often by asking you to talk them through examples of your practical knowledge that show you have the expertise the job requires. You'll need to expand on what you've written and it's a good idea to have some new examples ready, too.

**Choose the correct sentence ending. Sometimes both are possible.**

1 I have to get up early tomorrow, so I ...

a mustn't be too late going to bed tonight

b don't need to be too late going to bed tonight.

2 When we got to the station, we found that the train was half an hour late, so we ...

a didn't need to rush after all,

b needn't have rushed after all.

3 The meeting will be quite informal, so you ...

a don't need to wear a suit.

b, don't have to wear a suit.

4 Fortunately, he wasn't badly hurt in the accident, so he ...

a needn't go to hospital.

b didn't need to go to hospital.

5 Gwen has lost a lot of weight during her illness, so you ...

a needn't look surprised when you see her again.

b mustn't look surprised when you see her again.

6 The tennis courts are open to the public, so you ...

a needn't be a member of the club to play here.

b mustn't be a member of the club to play here.

7 The house was in good condition when I bought it, so I ...

a didn't need to decorate before I moved in.

b didn't have to decorate before I moved in.

8 As it turned out, the exam was quite easy, so ...

a didn't have to spend all that time revising.

b needn't have spent all that time revising.



**Match a sentence beginning with one of the endings. You won't need to use all the endings.**

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| 1. I said I'd pay for her ticket but she                 | a) could cause dangerous driving conditions.       |
| 2. In just a few years from now people                   | b) shouldn't take me too long.                     |
| 3. I still remember how they                             | c) can do 3D printing in their own homes.          |
| 4. Forecasters are warning that heavy snow               | d) wouldn't accept my offer.                       |
| 5. Here's some really nice cheese that I don't think you | e) would play together so well as children.        |
| 6. We live in an old house that                          | f) would be a school.                              |
| 7. Writing my geography assignment                       | g) will be able to control their car using an app. |
|  | h) used to belong to a politician.                 |
|  | i) will have tasted before.                        |
|  | j) might have tried.                               |