

JOB INTERVIEW – EXAMPLE

1. Read the interview and fill in the gaps with the following words.

responsible, resumé, salary, work (3), part-time job, experience, english (3), look, reliable, languages, computer skills

MANAGER: Good morning. Please sit down.

JENNY: Thank you.

MANAGER: So, your name is Laura and you're 17. You're still studying?

JENNY: Yes, I'm in the last year of school.

MANAGER: OK. Now, let's _____ (1) at your _____ (2). You speak four _____ (3)?

JENNY: Yes, Spanish, _____ (4), French and Italian.

MANAGER: Great! And what's your level of _____ (5)?

JENNY: Well, I've been studying _____ (6) for ten years, but I'm not sure about my level.

MANAGER: Do you have any _____ (7) working in an office?

JENNY: No, this is the first time I've applied for a job.

MANAGER: OK. What are your strengths?

JENNY: I'm very _____ (8) and _____ (9).

MANAGER: And what about your _____ (10)?

JENNY: They're good. I can use Word, Excel and Powerpoint.

MANAGER: Why do you want to _____ (11) here?

JENNY: I love fashion and I think it would be interesting to _____ (12) in a fashion company.

MANAGER: How many hours can you _____ (13) every week?

JENNY: Up to 20 hours during the week and all day on Saturdays.

MANAGER: And what _____ (14) do you expect?

JENNY: I don't know. How much do people usually get for a _____ (15)?

MANAGER: Usually between \$300 and \$500 a month.

JENNY: That's OK.

MANAGER: Thank you for coming today, Laura.

JENNY: Thank you for seeing me.

2. Match the following adjectives to their definitions and then, translate them below.

- | | |
|-----------------------------|--|
| 1. self-confident | a. able to wait calmly without getting upset. |
| 2. experienced | b. paying close attention to small things. |
| 3. patient | c. having the ability to think of new ideas or make things in an original way. |
| 4. proactive | d. able to be trusted or depended on. |
| 5. adaptable | e. having knowledge or skill from doing something for a long time. |
| 6. hard-working | f. taking action before something happens. |
| 7. reliable | g. feeling sure about yourself and your abilities. |
| 8. attentive to detail | h. doing things you need to do and taking care of yourself and others. |
| 9. dedicated | i. able to convince others to agree with you. |
| 10. persuasive | j. able to change easily when needed. |
| 11. responsible | k. able to do things by yourself without help. |
| 12. independent | l. showing strong commitment to something. |
| 13. creative | m. putting a lot of effort and time into your work to do it well. |

TRANSLATIONS

- a. atento a los detalles _____
- b. adaptable _____
- c. independiente _____
- d. proactivo _____
- e. responsable _____
- f. paciente _____
- g. trabajador _____
- h. persuasivo _____
- i. confiable _____
- j. seguro de sí mismo _____
- k. creativo _____
- l. dedicado _____
- m. experimentado _____

Complete the sentences about yourself:

I am _____, _____ and very _____, but I am not
_____, _____ or _____.

3. You're applying for an administrative assistant position at a car company. Read the manager's questions and answer them about yourself.

MANAGER: Good morning. Please sit down.

You: Thank you.

MANAGER: So, your name is _____: and you're _____ years old. You're still studying?

You: Yes, I am.

MANAGER: OK. Now, let's look at your resumé. How many languages do you speak?

You: _____

MANAGER: Great! And what's your level of English?

You: Well, I've been studying English for _____ years.

MANAGER: Do you have any experience working in an office?

You: _____

MANAGER: OK. What are your strengths? How can you describe yourself?

You: I'm _____

MANAGER: And what about your computer skills?

You: _____

MANAGER: Why do you want to work here?

You: _____

MANAGER: How many hours can you work every week?

You: _____

MANAGER: And what salary do you expect?

You: _____

MANAGER: Thank you for coming today.

You: Thank you for seeing me.