Job Interview

A. Vocabulary (Skills and Personality Traits)

1. Imagine that you are a jobseeker. Think about how you would describe yourself. Look at the personality traits table, then check the statements below. Can you recognize the personality traits of every description? Fill in the blanks 1-14 with the correct word from the personality traits table.

direct	**assertive**	**determined**	**observant**
motivated	**reliable**	**problem-solver**	**upfront**
people-oriented	**goal-oriented**	**persistent**	**communicator**

	You…	Say this to your employer: (drag and drop)
1	always notice when someone needs something at a meeting	I am _____.
2	don't quit until you complete your task.	I am _____.
3	love being around people, working together and helping them.	I am _____.
4	always carefully plan your tasks for the next week to achieve everything that you want.	I am _____.
5	know that you have to stay focused and keep on working to be successful.	I am _____.
6	will never talk about work outside work.	I am _____.
7	believe that you have to say it out loud when something is wrong.	I am _____.
8	can talk to anyone.	I am_____.
9	like finding solutions.	I am _____.
10	believe that self-confidence is 50% of job success.	I am _____.
11	see problems at work as challenges.	I am _____.
12	express your intentions and beliefs clearly.	I am _____.

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B. Job Interview Questions & Advice

2. Read the questions (1-8). These questions are typical for a job interview. Match the questions to their correct answers (a-h).

Questions:

1) How are you today?

2) Did you have any trouble finding us?

3) Can you stick to deadlines?

4) How much do you expect to earn per month?

5) What are your strongest points as an employee?

6) What languages can you speak fluently?

7) What are your goals for the future?

8) Have you got a car license?

Answers:

a) I expect my monthly salary to be $10, 000.

b) English, Farsi, and Norwegian.

c) I see myself as a CEO of a marketing agency.

d) No, I only have a motorcycle license.

e) Very well, thank you. How about you?

f) Yes, that is not a problem for me.

g) No, I used to work in this area.

h) I am very productive, upfront, and goal-oriented.

3. Here are some examples on what you should and shouldn't say at a job interview. Mark each sentence 1-10 as "Right" or "Wrong".

1) I really need this job!	RIGHT	WRONG
2) No, I don't have any questions for you.	RIGHT	WRONG
3) I can work under pressure because I see challenges in problems.	RIGHT	WRONG
4) How much will my salary be?	RIGHT	WRONG
5) With this job, I would like to develop my skills and get more experience in marketing.	RIGHT	WRONG
6) I feel really anxious.	RIGHT	WRONG
7) I like to change jobs because I need changes in my life.	RIGHT	WRONG
8) I really like that you organize after work parties every Friday!	RIGHT	WRONG
9) My current job is convenient, but I want to upgrade my skills.	RIGHT	WRONG
10) My goal is to strengthen my skills and learn more about sustainability in architecture.	RIGHT	WRONG

LIVEWORKSHEETS