

Are you a good interviewer?



Here are some suggestions about how to prepare an interview.

Complete the article with these verbs:

arrange, ask, find, have, let, start, use, want

- 1 Decide what you need to find out in the interview before you _____ and only ask questions that are relevant.
- 2 Be prepared! Before you start, _____ out as much as you can about the interviewee from the curriculum vitae and covering letter.
- 3 Write down the main questions you _____ to ask in advance and have them where you can see them during the interview.
- 4 _____ the interview go where the interviewee's answers lead to some extent, but _____ your list of questions to structure the interview, and as a checklist, so that you don't forget to _____ all the important questions.
- 5 Make sure that you _____ no interruptions during the interview.
- 6 Have the interview in a room where there are no distractions, such as disturbing noises.
- 7 Choose and _____ the chairs so that the atmosphere is neither too formal or too intimate.

Complete these interview questions with these words:

are, do, have

- a _____ you good at persuading people to do things?
- b _____ you ever prepared displays for shop windows?
- c _____ you prepared to travel abroad?
- d _____ you good with your hands?
- e What software _____ you have experience of?
- f Why _____ you want this job?
- g _____ you like being part of a team?
- h _____ you ever been in an embarrassing professional situation?
- i Why _____ you think you are qualified for this job?
- j What languages _____ you speak?
- k Why _____ you want to leave your present job?
- l How much money _____ you earn in your present job?
- m How long _____ you been in your present job?
- n _____ you good at organising an office?

Match these answers with the previous questions.

- 1 Yes, I love making things in my spare time.
- 2 French, Spanish, and Portuguese.
- 3 Yes, my friends say I am very persuasive in discussions.
- 4 Yes, I'd love to visit other countries.
- 5 Yes, lots of times.
- 6 Yes, I prefer it to working by myself.
- 7 Well, I once went to work wearing the same suit as my boss!
- 8 I think I need a change.
- 9 Well, I reorganized the office in my present job and everyone was delighted with the result.
- 10 For nearly five years.
- 11 My basic salary is 15,000,- pounds plus bonuses.
- 12 I'd like a more challenging job than my present one.
- 13 Well, I have all the qualifications you asked for in your advertisement.
- 14 We use the latest version of Windows in my present company.