

## Job interviews

Good advice on interviews. Discuss items A – D either in pairs or in groups.

### A Facts to Gather **Before** Interviewing

Key people in the organization

Major products or services

Size in terms of sales and employees

Locations other than your community

Organizational structure of the company

Major competitors

View of the company by clients, suppliers, and competition

Latest news reports on the company or on local or national news that affects the company

### B What mistakes do candidates often make **during** job interviews?

Look at the photos and discuss them.



**Inappropriate clothes**

(casual wear)

and

**body language**

(she looks angry, supports her head with hands)

- not much knowledge of the company
- not wanting to discuss skills, experience, or career plans
- very little enthusiasm
- no eye contact
- late arrival

*(2001 survey of 1, 000 US companies)*

Taken and adapted from:

Hobbs, Martyn. Starr Keddle Julia. Commerce 1. Oxford, OUP 2011.

## **C Key interview questions**

- What are / were your best / worst subjects at school?
- Have you had any experience of this type of job?
- What skills and qualities do you have?
- What are some of your strengths and weaknesses?
- Tell me about an achievement in your last job or at school.
- Why are you interested in this company?
- What experience have you had of working in a team or a group?

## **D 10 Steps to a Successful Interview**

Arrive on time.

Introduce yourself in a courteous manner.

Read company materials while you wait.

Have a firm handshake.

Listen

Use body language to show interest.

Smile, nod, give nonverbal feedback to the interviewer.

Ask about the next step in the process.

Thank the interviewer.

Write a thank-you letter to anyone you have spoken to.

### **Useful video (watching is recommended)**

<http://jobsearch.about.com/od/jobinterviewvideos/tp/interviewvideos.htm>