

**Listening Exercise: The Job Interview**  
<http://www.5minuteenglish.com/mar26.htm>

**Vocabulary**

- Resume**- a summary of a person's work and education
  - Responsibilities**- things that must be done
  - To oversee**- to be the boss of, to make sure something is done, to supervise
  - To keep track of**- to be aware of or notice something
  - Inventory**- the number of items a store has
  - To handle**- to take care of, to deal with
  - To be transferred**- to be moved from one place to another
  - An opening**- an available job
  - A position**- a job
  - Reputation**- how other people feel about something, the opinion of other people
  - To jump on something**- to do something immediately
- 

**Check Your Understanding**

**Choose True or False. Check your answers by clicking the arrow below.**

1. Carey was a boss at *Computer Country*.
  - True
  - False
2. Carey knew how many computers were in her store.
  - True
  - False
3. Carey liked taking care of angry customers.
  - True
  - False
4. Carey's husband has a new job in a new city.
  - True
  - False
5. Carey would be able to start her new job next week.
  - True
  - False

6. Carey would like to work at Ms. Ballard's company.

- True
- False

7. Ms. Ballard's company isn't liked by many people.

- True
- False

**What were the Qs Ms Ballard asked Carey?**

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....

## Job interviews

### D. QUESTIONS AND ANSWERS

Try to identify the questions you are most likely to be asked in each of the following areas and prepare your responses.

<i>Area</i>	<i>Questions</i>	<i>Response</i>
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Education

Skills

Achievements

Personality

'Oh no!' questions

## G. MOCK INTERVIEW

**Interviewee:** Complete the following sentences so that they are true for you.

I think I'm quite.....

I'm not at all.....

I'm sometimes.....

I tend to be rather.....

People say I'm .....

I can't stand people who are.....

### **Interviewer:**

See an example of the interviewer's notes below. Complete the personal qualities of particular candidates.

During the mock interview take your own notes.

Sarah: I liked her because she seemed very friendly and positive, she smiled a lot during the interview. The only problem was that she found it difficult to make up her mind when I asked her about different situations she could face.

*cheerful* .....

Juan: At first I thought what a nice man – seemed very intelligent but then when I asked him why he'd left his last job and if he had any problems he got quite angry. We can't have someone who can't take criticism.

.....

Maria: Very practical and down to earth and no silly answers to my questions. Very honest in her answers and genuinely seems to like her work.

.....

Laura: No, she seemed to think we should be begging her to join us... a big ego! I didn't like the way she kept looking at herself in the mirror either!

Jim: I think he'd be a problem because he wants to be in charge all the time – do everything his way. And he admitted that he thinks it's good idea to tell colleagues their bad points so they can "learn"!

Sources: New Cutting Edge, Workbook, J.C.Carr, F.Eales, Pearson Education Ltd 2005  
<http://aaas.sciencecareers.org>

**2** Look at the following **JOBS WANTED** ads.

What kind of person would be most interested in each of the following jobs?

What kind of background and personality would they have?

Which one would you rather do and why?

**3** With a partner, write a dozen or so questions that you might ask as an employer or interviewee for one of the advertised positions.

Then go to other pairs and interview or be interviewed for the job you have chosen.

**4** Imagine that you have had an interview for a new job and want to tell your friend or family about it. Sum up briefly what has happened and who said what. State your own opinion.

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**MANAGING DIRECTOR**  
 World-Link, an international telephone company, is seeking a highly motivated managing director with telecommunications experience to manage our operations in Paris. The successful candidate will be responsible for operating a satellite office in Paris. Duties include addressing business opportunities, developing pricing strategies, completing sales forecasts, and all other aspects of operations. Requires strong knowledge of international business practices and accounting and 5 years directly related job experience.

**AMERICAN PUBLISHING COMPANY**  
 seeks bilingual assistant to set up a circulation office in Brno. The successful applicant will be working mostly on their own from home, so initiative and responsibility are a must. Applicants must have excellent computer skills, especially in spreadsheet and editing programs and on the internet. Occasional business trips to our central office in Boston may also be required.

**TOUR GUIDE NEEDED**  
 Happy Holidays Travel Agency is looking for tour guides to lead tours throughout the Czech Republic, Slovakia, and Hungary. All applicants must have an extensive knowledge of the region's history, good organisational skills, a friendly personality, and speak fluent English and/or German. Tours last anywhere between two days and two weeks, so all applicants must be prepared to travel extensively.

**PERSONAL ASSISTANT TO SALES MANAGER**  
 Euroheating, an established firm dealing in radiators throughout Europe, is now looking for someone to assist the manager of our foreign sales department. If you have some previous secretarial and/or clerical experience and have basic computer skills and a good telephone personality, please send us a short letter and your CV. A basic knowledge of German and Italian or French is also required.

**SANTUCCI**  
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Looking for a Job		
situations vacant ads (GB) / want ads / job listings (US)	GCSE (GB) / high school diploma (US)	Languages
word of mouth	degree	elementary
job centre (GB) / employment office (US)	doctorate	intermediate
application form	apprenticeship	advanced
curriculum vitae (CV) / resumé	special skills training	fluent
shortlist	qualifications	bilingual
to be shortlisted for	experience	"I can get by in ..."
school-leaving certificate	computer-literate	"My spoken ... is quite good, but I can't write it."
state exam	employment history / record	
advanced (A) levels	interview	
	entrance examination	
	references	