

Warm-up

1. What would you like your future employer to know about you?

2. What would the future employer like to know about you?

Are the two lists the same?

Compare with a classmate's lists. Discuss the similarities and differences.

2. PERSONALITY ADJECTIVES <https://www.englishclub.com/vocabulary/adjectives-personality.htm>

adaptable	helpful	straightforward	intolerant
decisive	imaginative	well organized	irresponsible
determined	independent	arrogant	narrow-minded
energetic	patient	big-headed	obstinate
enthusiastic	persistent	dishonest	ruthless
fair-minded	pro-active	impatient	stubborn
flexible	rational	impolite	superficial
friendly	reliable	impulsive	tactless
hard-working	self-disciplined	inflexible	unpredictable
		interfering	unreliable

Complete the sentences so that they are true about you

I think I'm quite I tend to be rather

I'm not at all People say I'm.....

I'm sometimes I can't stand people who are

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.

.....

Source: New Cutting Edge, Workbook, J.C.Carr, F.Eales, Pearson Education Ltd 2005

3. Listen to the interview and answer the following questions.

(O'Neill, R, Success at First Certificate, OUP, 1987)

	1 st interviewee	2 nd interviewee
What was their previous job?		
What is the reason for changing job?		
What is their personality?		

QUESTIONS AND ANSWERS

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

Area	Questions	Response
Education		
Skills and experience Achievements		
Personality		
'Oh no!' questions		

2. With a partner, go through the list of job interview questions and identify those that are particularly tricky or even illegal. Which question would take you by surprise?

(more at http://www.resumagic.com/job_interviews.html)

- 1: Tell me about yourself.
- 2: Where do you see yourself in five years?
- 3: Are you willing to relocate?
- 4: Are you willing to travel?
- 5: Are you willing to work overtime?
- 6: What book are you currently reading?
- 7: What is the last movie that you saw?
- 8: What are your hobbies and interests outside of work?
- 9: What do you like to watch on television?
- 10: What jobs did you have as a teenager?
- 11: Who are your references?
- 12: May I contact your references?
- 13: Will you take a lie-detector test?
- 14: How do you feel about air travel?
- 15: Have you ever owned your own business?
- 16: How is your health?
- 17: What do you do to maintain your health?
- 18: Do you have any physical problems that limit your abilities?
- 19: What organizations are you a member of?
- 20: How do you balance career and family?
- 21: What is your greatest strength?
- 22: What is your greatest weakness?
- 23: Do you work better alone or as part of a team?
- 24: Do you consider yourself to be organized? Manage time well?
- 25: Are you a risk-taker?
- 26: Are you a self-starter?
- 27: How do you react to criticism from supervisors?
- 28: How well do you handle change?
- 29: Are you opposed to doing a lot of routine work?
- 30: How do you resolve disputes with co-workers?

3. Which questions you should not ask your potential employer at the interview? Identify the most awkward ones.

- A. What would my typical day look like?
- B. How many paid sick days do I get per year?
- C. What time do I have to finish on Friday?
- D. Can I go and have a look at where I might be working if you take me onboard?
- E. What salary am I going to receive?
- F. What sort of pension benefits or fringe benefits can I receive in addition to a salary?
- G. Do I have to be at nine o'clock every morning?
- H. What does your company do?
- I. How much travel is expected?
- J. Did I get the job?
- K. How long would I have to wait to get promoted?
- L. What are the prospects for growth and advancement?
- M. Does this company monitor Internet usage?

BODY LANGUAGE

**Would you be careful about your body language during your job interview?
Formulate the rules and advice for an interviewee.**

relaxation technique

handshake

the way you sit

eye contact

nervous hands

face expression

Video – Job Interview Tips (British Council)

Check that you know these words:

to be shortlisted reimburse CEO interview panel stepping stone deal pull off

1. Inviting candidates for the interview <https://www.youtube.com/watch?v=Z2mrRICNZqA>

Two candidates receive a telephone call from WEBWARE company with the invitation to an interview.

1. What do you think about the two candidates?

Daniel ...

Sarah ...

2. Which parts is the interview going to have?

2. Daniel (salesman for a large European supplier of IT hardware) Note down his mistakes.

<https://www.youtube.com/watch?v=5K8o2nYAA6U>

1

2

3

4

5

3. Sarah (assistant sales director for a chain of language schools) What did she do well?

<https://www.youtube.com/watch?v=NRiaznQevTA>

(her bag, handshake, disagreeing with the CEO, length of answers, examples, her questions)