

## Unit 10 Job Interview

### Task 1 Which job(s):

1. requires applicants to have their own car?
2. does not require applicants to have IT skills?
3. is part-time?
4. is suitable for a mathematician?
5. requires the employee to work alone?
6. does not involve working with people?
7. gives employees the opportunity to earn more by working extra hours?
8. requires experience in the building trade?
9. offers perks?
10. requires the employee to make presentations?

### A

#### Logistics Associate

Our company is looking for someone to work in the sales and customer service department to ensure that customers have a professional service from the moment they place an order until they receive their shipment. The job is for 27 hours per week. Hours are negotiable.

Opportunities for overtime are likely. Your responsibilities will include processing orders, keeping accurate records and processing returns and refunds.

The successful candidate will:

- be educated to degree level
- be able to work efficiently and to deadlines in a high pressured environment
- have good IT skills

Candidates should have experience in business logistics, purchasing and supply management or operations management.

### B

#### Data Analyst

As a Data Analyst you will join a team that analyses research data for anomalies and presents findings to people within and outside the company. A graduate with an eye for detail and a love of working with figures would be ideal. Confident communications skills are also vital. If you enjoy problem solving, have an investigative and enquiring mind, have a good knowledge of word processing and spreadsheet software, and excellent numerical skills, this could be a great career opportunity for you.

A great benefits package is available including health cover and gym membership.

### C

#### Project Assistant

Reporting to the Project Manager, you will undertake property surveys, site inspections and attend site meetings to ensure that work undertaken by our contractors is being carried out properly. You must have initiative, as you will be required to work on your own. It is essential that you have your own transportation (an allowance will be provided). Candidates should have: good keyboard and IT skills, an organised and methodical approach, good written and verbal communication skills.

#### REQUIREMENTS

- Minimum 2-year Construction related qualification.
- Minimum of two years' relevant experience or transferrable skills from a relevant background.

(adapted from [https://www.examenglish.com/B2/b2\\_reading\\_people.htm](https://www.examenglish.com/B2/b2_reading_people.htm))

## Task 2 Job interview

### A) Speaking Preparing for an interview

What do you have to do before an interview?

Phone and video conferencing are common for interviews nowadays. What do we have to remember before attending a conference call interview?

### B) 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?

#### Job Interview Questions

- 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: Will you take a lie-detector test?
  - 11: How do you feel about air travel?
  - 12: Have you ever owned your own business?
  - 13: How is your health?
  - 14: What do you do to maintain your health?
  - 15: Do you have any physical problems that limit your abilities?
  - 16: What organizations are you a member of?
  - 17: How do you balance career and family?
  - 18: What is your greatest strength?
  - 19: What is your greatest weakness?
  - 20: Do you work better alone or as part of a team?
- (more at [http://www.resumagic.com/job\\_interviews.html](http://www.resumagic.com/job_interviews.html))

### C) Job Interview Tips – Socially Awkward Situations

#### Match the phrases

|                 |  |
|-----------------|--|
| state           | your thoughts before you speak                     |
| desperately     | an opinion of someone within the first few minutes |
| land            | the obvious  |
| a balancing act | need a job   |
| make            | a good impression                                  |
| form            | your weaknesses                                    |
| a firm          | a job  |
| collect         | handshake  |
| know            | between modesty and arrogance                      |

#### Watch the video and write down the tips

(<https://www.youtube.com/watch?v=ND0AyF5R958>)

### Task 3 Reported Speech

#### A) Rephrase the following sentences.

1. "I am going to get tenure as lab director."  
She boasted she .....
2. "I've got tenure as lab director."  
She boasted she .....
3. "I got tenure as lab director."  
She boasted.....
4. "I will get tenure as lab director."  
She boasted she .....
5. "I can get tenure as lab director."  
She boasted she .....

#### B) Choose the correct verb(s).

1. We *offered/ suggested* that we could meet them at the airport.
2. He *promised/ volunteered* to cook dinner.
3. He *demanded/ ordered* to have his own key to the building.
4. The teacher *said/ agreed* to meet the student representatives.
5. He *refused/ proposed* that the subject of holiday pay should be raised at the next meeting.
6. We *expected/ insisted* to receive the machine parts the following day.
7. He *denied/ remind* knowing of the plan to relocate.
8. I'd *advise/ suggest* him to leave the company.
9. They are *threatening/ warning* to take us to court if we don't pay the bill.
10. A friend of mine who's Irish has *intended/ decided* to return from London to Dublin to avoid the hassle on borders after Brexit.

#### C) Report these short conversations using the verbs in italics.

##### 1. *check*     *suspect*     *deny*

SUE: You were here this morning, weren't you, Philip?

PHILIP: Yes, why?

SUE: Well, it's just that there are coffee stains on the carpet upstairs and they weren't there this morning. Did you spill your coffee?

PHILIP: No, I haven't gone upstairs!

*Example: Sue checked whether Phil had been at home and told him about new coffee stains.....*

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.....

**2. *inform*      *assume*      *reassure***

MANAGER: I have to tell you that the company has been forced to close this factory with immediate effect.

EMPLOYEE: So we'll be losing our jobs then?

MANAGER: I guarantee that we will relocate all workers to our other factories if that is what they wish.

.....  
.....  
.....

**3. *require*      *ask*      *expect***

MANAGER: You are to be at work by 7 a.m.

EMPLOYEE: So we'll be able to leave at 3 p.m.?

MANAGER: It is our expectation that you will stay till 3.30.

.....  
.....  
.....

**4. *point out*      *confess*      *suggest***

MAN: Sorry to trouble you, Mrs Farmer, but your car is blocking mine.

NEIGHBOUR: I'm afraid I've locked the key inside.

MAN: You'd better call the breakdown service then.

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.....  
.....

**D) Report some points from your interview using some of the verbs from B and C.**