
ProTalk
Discussion Files
afaq
Language Center
C1. Job interviews
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Goals

- Can recognise and explain the relevance of some more advanced strategies and phrases related to job interviews.
- Can answer a wide range of typical questions posed in job interviews, using these strategies and phrases appropriately.



What do you think?

Job interviews are one of the more **stressful** experiences in life.

And imagine doing one in **English**!

Job interviews

When was the last time you had a **job interview**?

How did you feel before it?



Preparing for a job interview

How do you usually prepare for a job interview?





Job interviews in English

Many companies hold job interviews in English.

How would you feel about having a job interview in English?

How might it be different from your native language?

How can you show that you are motivated?

Make sure your **prospective employer** knows that you are **motivated for the job** you are going for.



I was thrilled when Jenny told me this role was open.



I’m ready to work hard to make sure I fit into the company culture.

What should you do in a job interview?

There is a fine line to tread between **selling yourself** by telling your **prospective employer** about your **career achievements** and **boasting** about what you have done. You should give **examples of concrete achievements** in previous jobs and **stick only to the facts**.



In my current role, I have increased sales of children's books by 10% in the last two quarters.



I manage a team of three people which has really helped me to improve my communication skills.

What should you do before an interview?

Research the company before your **interview** so you know what they are looking for and what is **important** to them. There is no point in only telling them about your sales figures when the job you are **going for** is about media relations.



I have worked on publicising new products for that market before and I know that they achieved higher than expected sales figures.

Read the text and summarize it.

A job interview

There are certain things you should do before attending a job interview. As well as finding **referees** and **researching the company**, you should also make sure that you have read the **job description** carefully. That way, you can **tailor** your answers to match what the employer is looking for. You should also have an idea about what kind of **projects** the company currently has **on the go**, as well as any that are in the pipeline if you can find out.



Read the text and summarize it.

A job interview

You should also tell the interviewer how the job fits into your **career path**. This shows that you are interested in your own career and that you have considered applying for the job carefully. An employee with clear career goals is an asset for the company. Tied in to this, you should also ask about **training opportunities** and **prospects for promotion**. Show that you want to develop within the company.

A job interview

Read through the dialogue with your classmates.



Why are you the ideal candidate for this position?

Having read the job description, I know I have the skills and experience to fulfil your expectations.





Can you give me an example of when you had excellent team work skills?

I work in a team of four people at the moment and we often collaborate on projects. Most recently, I was able to take the lead on one of our projects which...



A job interview



Discuss what you think of the **interviewee's answers** to the questions on the previous page. Could you **improve** them in any way?

Brainstorm

Brainstorm more questions which often come up in job interviews. Don't think about salary questions yet.





Questions in job interviews

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Writing questions

Note down the questions you thought of on the previous page and also write down at least three questions that the interviewee could ask.

Interviewer questions	Interviewee questions



Tricky questions

Discuss how you would answer these tricky interview questions with your teacher or classmates.



What is your greatest weakness in a professional environment?

Why are you leaving your current job?

Where do you see yourself in five years' time?

A job advert

On the next page, you are going to role play an interview for the job advertised below.

Marketing Manager Wanted

Duties:

-Developing the company's marketing strategy
-Budgeting for marketing campaigns
-Coordinating marketing campaigns with the sales team

About you:

-5 years of experience in a similar role
-Team player
-Excellent communication skills
-Creative outlook



Role play

Now role play an interview with your teacher or one of your classmates. Make sure to give feedback on how they did afterwards.

Why are you leaving your last job?





I feel that I have reached the maximum potential...

Teacher or student A: You are the interviewer

Teacher or Student B: you are the interviewee

Salary expectations

How comfortable are you talking about salary expectations?

Where can you find out about how much money you should earn in a position?



Role play

Think of three questions you could ask related to salary, either as an employer or an interviewee.

Then role play the questions with your teacher.

What are your salary expectations for the role?





I know this is an entry level position but...

Teacher or Student A: You are the interviewer

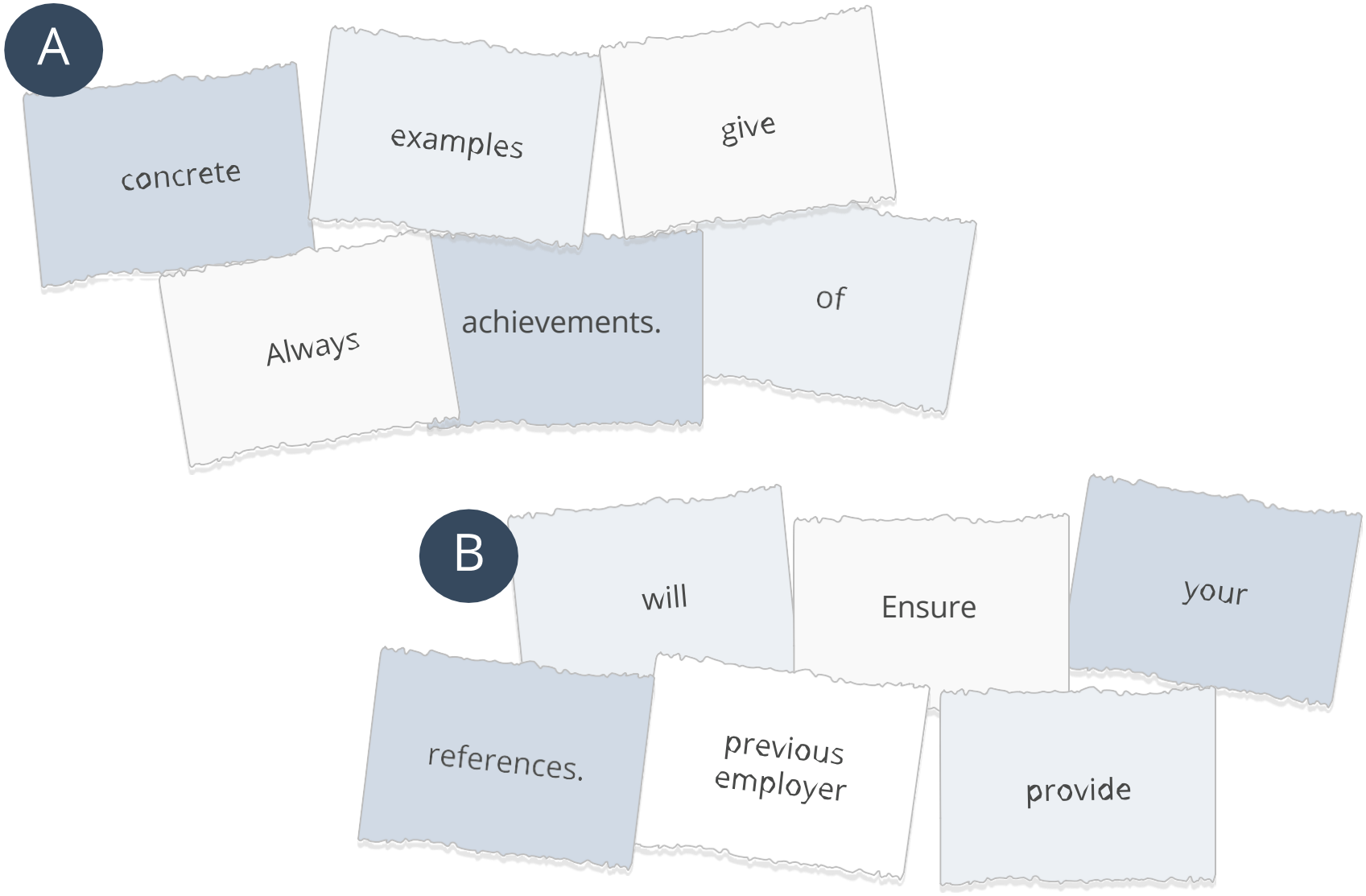
Teacher or student B: You are the interviewee

Advice for job interviews

What is the best piece of advice you could give anyone going for a job interview?



Unscramble these 2 interview tips



Exercise p. 29

A. Always give concrete examples of achievements. B. Ensure your previous employer will provide references.

Presentation

Think about some more interview tips. Try to come up with at least 10.
Prepare a two-minute presentation. Include several reasons to support your point of view.
Give your presentation to the class. Answer questions and get feedback.

