

### PREPARING FOR A JOB INTERVIEW

- Think about questions you may be asked.
- Prepare answers that emphasise the key points you want to make.
- Practise your responses.

**A**  Look at these pictures. How do you think the people who are being interviewed feel and why? Tell a partner.

**1**



**2**



**B**  **2.40** Now listen to the interview with the man from picture 1. Would you give him the job? Why or why not?

**C** Read the careers advice. Which of the questions do you think is the most difficult to answer?

## CAREERS ADVICE

### INTERVIEW QUESTIONS

Whatever type of job you're applying for, it's always a good idea to be prepared. Here is a list of FAQs in job interviews and advice on how to answer them.

• **Tell me about yourself.**

This is your chance to say who you are. Find out about the company to get an idea of the skills, experience and personalities they're looking for. In the interview, talk about things that show you would be the best person for the job!

• **What do you do in your current job?**

Be positive about what you do in your current (or previous) job. Try to link your past experience to the job you are being interviewed for.

• **What are your strengths and weaknesses?**

You can talk about your ability to stay calm, your prioritising skills, problem-solving skills, how good you are as a team player, how confident/reliable/motivated, etc, you are. Give real-life examples! Be honest about a weakness, but don't focus on it. Say what you are doing to change it.

• **Why do you want to work for this company?**

Be positive. Find out about the company and explain how what they offer is connected to your ambitions and hopes for the future.

• **When can you start?**

Be enthusiastic! Say 'Immediately' or 'I need to give x weeks' notice to my current employer.'

• **Have you got any questions?**


Before the interview, always prepare one or two questions to ask at the end of the interview which show you're interested in the company, for example:

*How many people work in the department?*

*Do you offer training?*


*How is performance evaluated and rewarded?*

Good luck!

**D**  **2.41** Now listen to a woman being interviewed for the same job as the man in Exercise B. As you listen, think about whether you would give her the job, and why / why not.

**E**  Work in pairs. Talk about whether you would give the job to the man or the woman, and why.

**F** Think of a job you would be interested in applying for. Then work on your own to prepare complete and positive answers to the interview questions in Exercise C.

**G**  Work in pairs. Take turns roleplaying a job interview. Student A, ask the questions from Exercise C. Student B, give the answers you prepared. Then switch roles.

### HOW TO SAY IT

#### Describing work experience

*I have experience in ...*

*One of my main strengths is ...*

*I really enjoy ...*

*Working as part of a team interests me because ...*

*I'd like to work for your company because ...*



**REFLECT ...** How can the skill of preparing for an interview be useful to you in **Self and Society** and **Study and Learning**?