

A job interview

Lead-in

- 1 Work in pairs. Talk to your partner about a job interview you took part in. Did it go well? Why / Why not?
- 2 Look at the questions (a–h) you might be asked in an interview. Match each question to the topics (1–8).

- | | |
|--|---|
| <p>a What is your long-term career plan?</p> <p>b Can you give an example of a work problem that you have been able to solve?</p> <p>c What did you do in your last job?</p> <p>d Would you call yourself an ambitious person?</p> | <p>e Why do you want to work for this company?</p> <p>f Do you consider yourself a competent English speaker?</p> <p>g What is your main strength?</p> <p>h It says on your CV that you spent a year in Italy. Can you tell me more about that?</p> |
|--|---|

- 1 previous work experience
- 2 reasons for applying
- 3 career goals
- 4 personality
- 5 your CV
- 6 strengths and weaknesses
- 7 language abilities
- 8 past achievements

- 3 What questions might you ask the interviewer? Think of a question for each topic.

- 1 Promotion prospects
.....
- 2 Opportunities for travel
.....
- 3 Pension or healthcare scheme
.....
- 4 Training opportunities
.....
- 5 Cost and availability of accommodation in the area
.....
- 6 Holidays
.....

Input

1 ▶35.1 Listen to an extract from a job interview. What are the candidate's strengths and weaknesses?

Strengths:

Weaknesses:

2 ▶35.1 Listen again. What expressions does the candidate use to talk about her strengths and weaknesses?

Strengths	Weaknesses

3 Add the expression in the box to the table in 2.

I pride myself on ...

I like to think I'm ...

I'm not particularly good at ...

I'm proud of the fact that I ...

I'm probably too ...

I've been told I can be a bit ...

Language focus

1 ▶35.2 Listen to some extracts from the interview and complete the audio script.

1

I So now, I'd like you to talk a little bit about your strengths.

C Strengths? Yes. Well, I think I'm quite a creative person. I consider myself to be ... well, I consider myself to be quite flexible.

I Flexible?

2

I What about weaknesses? Do you think you have any weaknesses?

C Mmm ... that's more difficult. I'd have to say that I'm not very computer literate.

I No?

3

I Yes. Good. Now, is there anything you would like to ask me?

C Yes. There is actually.
when the job is likely to start?

2 The questions in 1 are all ways of asking for more detailed information. Can you think of more ways of asking for more detailed information?

3 Look at the sentences (1–4) and think of ways of asking for more information about each one.

1 I worked in India for 6 months.

.....

2 I have a degree in science.

.....

3 I'd like a job where I travel a lot.

.....

4 I think I'm quite strong-minded.

.....

Task

1 Work in pairs. Your teacher will give you a job description. Decide who is the interviewer and who is the candidate. Allow yourself time to prepare for the interview. Use some of the topics from the Lead-in to help you, but make sure you focus on strengths and weaknesses.

2 Role-play the interview.

3 Swap cards with another pair. Prepare your questions, but this time swap roles.

4 Role-play the second interview.

5 Feed back to the class on your experiences. Think about the following questions.

- Did the interview go well?
- Were you nervous?
- Would the interviewer give the candidate a job? Why / Why not?

Review

.....

.....

.....

.....

.....