



# JOB INTERVIEW

## Discussion

### Basic questions

**1** Have you ever attended a job interview in English? If yes, was it a success?

*\*Yes, I've attended an English job interview. / No, I've never...*

**2** How do you feel before taking part in a job interview? Does it change during the interview?

*\*I usually feel...before taking part in a job interview. Yes, sometimes it changes during the interview. / No, it doesn't change during the interview.*

**3** What do you include in your CV/résumé? What do you include in your cover letter?

*\*I include some relevant information in my CV/resume and in my cover letter.*

**4** What do you do to prepare for a job interview?

*\*I usually....to prepare for a job interview.*

**5** What are some mistakes that people often make in a job interview? Have you ever made those mistakes?

*\*Some mistakes people often make in a job interview are... Yes, I have. / No, I haven't.*

### Extended questions

*Imagine you applied for a position in a company (in your field), and now you're in an interview with the HR manager of the company. Answer the following questions:*

**1** Can you introduce yourself?

*\*Hi, I'm...please call me...for short.*

**Why are you interested in working for the company?**

*\*I'm interested working for the company because...*

**3 What are your strengths?**

*\*My strengths are...*

**4 Why should we choose you?**

*\*I think you should choose me because...*

**5 What are your career goals?**

*\*My career goals are...*

**6 Where do you see yourself in 5 years?**

*\*I see myself in....in 5 years.*

**7 Do you have any questions for us?**

*\*Yes, I have.. / No, I don't any questions.*



## Vocabulary

**1 Qualification /,kwɒlɪfi'keɪʃn/**

[noun] A quality or accomplishment that makes someone suitable for a particular job or activity

*Ex. He has no qualifications to be a teacher.*

**2 Achievement /ə'tʃi:vmənt/**

[noun] things you have done (in a work situation) which have been very successful.

*Ex. They were proud of their children's achievements.*

**3 Certificate /sə'tɪfɪkət/**

[noun] A printed document with details of exams you have passed and/or your qualifications

*Ex. Training course certificates can be collected during the evening.*

**4 Prospective employer /prə'spektɪv ɪm'plɔɪər/**

[noun] someone who you might work for at some point in the future

*Ex. That man is my prospective employer.*

**5 Negotiate /ni'gəʊʃieɪt/**

[verb] to try to reach an agreement by formal discussion

*Ex. We have been negotiating for more pay.*

## 6 Remuneration /ri,mju:nə'reɪfɪn/

(noun) an amount of money that is paid to somebody for the work they have done

*Ex. Generous remuneration packages are often attached to overseas jobs.*

## Grammar



1 **To take over** : To assume the control, management of or the responsibility for

*Ex. She took over the job after he left.*

2 **To be in charge of sth** : Having control over or responsibility for

*Ex. He's in charge of the recruiting processes.*

3 **To be responsible for sb/sth/doing sth** : to have control and authority over something or someone and the duty of taking care of it, him or her

*Ex. Paul is directly responsible for the efficient running of the office.*

4 **To work as sth** : make a living as

*Ex. I worked as a waiter for a year when I was in college.*

## Idioms / Useful Expressions

1 **I want to pursue a career in...** - this is how you explain that you simply want to start a career in a particular industry and that's why you're applying for this position.

*Ex. Having worked 10 years in the retail industry, I made the decision to upskill and now that I have my certificate done, I want to pursue a career in accountancy.*

2 **perform well under pressure** - is a phrase you can use to describe that you're an employee very well capable of working when there's a lot of pressure and you'll do your best to get things done.

*Ex. I can perform well under pressure.*

3 **Results driven / result-oriented** - means that the person is focused on the results of whatever they're doing; results imply you're good at meeting targets, too.

*Ex. I am a result-oriented person.*