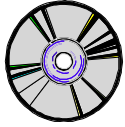


# UNIT 19



## THE JOB INTERVIEW

Are you the right person for the job?  
Here are some things you should  
remember for the interview.

- \* Practice answering questions beforehand.
- \* Answer briefly and get to the point.
- \* Ask insightful questions.
- \* Exhibit your knowledge of the company.
- \* Your goal is to get invited back for a second interview.

Good morning.  
My name is  
Finch. I'd just  
like to ask you a  
few questions....



### EDUCATION

1. Do you plan to continue your education?
2. What courses have you taken? How are they relevant to this job?
3. What did you major in? Why did you choose that major?
4. What was your grade point average/average score?
5. What were your favorite subjects? What subjects did you enjoy the least? Why?
6. Were you a member of any clubs? What positions did you hold?
7. Have you ever been a leader?
8. How would you describe yourself as a student? Poor, fair, average, good, excellent?
9. How were your grades? Why?
10. Will you continue your education? If so, what will you study?
11. Were you in the military? What did you learn there?

### WORK EXPERIENCE

12. How many different jobs have you held in the last five years?
13. Tell of a situation in which you solved a difficult problem at work.
14. Which of your previous jobs did you enjoy the most/the least? Why?
15. What kind of boss do you like? Dislike?

### IF YOU ALREADY HAVE A JOB

16. Why are you looking for another job?
17. Why do you want to change your career?

# UNIT 19

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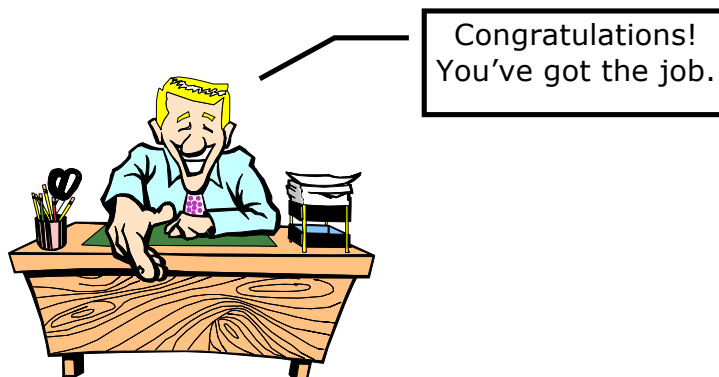
## THE NEW JOB

18. Why do you want to work for our organization?
19. What do you know about our organization? What makes it attractive to you?
20. What is an ideal job for you?
21. Tell me why we should hire you.
22. When can you begin work?
23. Would you be willing to work overtime?
24. Would you travel abroad?
25. Could you move to another city?

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## PERSONALITY AND OTHER CONCERNS

26. Talk about yourself.
27. What are your major strengths and weaknesses?
28. Do you ever lose your temper? If so, what causes this?
29. Do you have any hobbies? How do you spend your spare time?
30. Do you read? What types of books?
31. How important is family in your career?
32. When things are not getting done, do you take the initiative? Tell a story of a situation in which you took the initiative.
33. What types of people do you prefer working with?
34. Describe yourself using five adjectives.
35. Are you an optimist or a pessimist?
36. Are you creative? Tactful? Analytical?



# UNIT 19

## SOME THINGS TO THINK ABOUT

Customs may vary from country to country, but most of what you should do at a job interview is just plain common sense.

**Read the statements below and decide if each is a Do or a Don't at a job interview. Then discuss your reasons.**

	Do	Don't
Find out as much about the company as possible.		
Exaggerate your achievements and work experience a little.		
Answer questions in very short sentences; preferably with "Yes" or "No" answers or "Uh-huh!"		
Ask about salary, as soon as possible.		
Tell the interviewer only what he/she wants to know. Do not give extra information.		
Appear so successful, that you look like you really do not need the job.		
Choose the colors you will wear carefully.		
If you had any bad experiences at your last job, make sure to blame your co-workers.		
Speak enthusiastically.		
Say bad things about your last employer.		
Say things like, "I like to watch TV, sleep and play computer games in my free time."		
Try to guess beforehand what questions the interviewer will ask.		
Talk about personal problems you had with co-workers at other jobs.		
Say things like, "I do not like working with other people. I work best by myself."		
Arrive early.		
Practice for the interview.		

## Role play

1. Bring in a full page of newspaper ads from any source (English or your language).
2. Exchange papers with a partner. Choose a job from your partner's paper.
3. Student A plays an interviewer and asks Student B appropriate questions for a job. Student B should answer the questions. When finished, Student A should decide whether to invite Student B back for a second interview or not.
4. Switch roles. B is now the interviewer. A is the interviewee. Repeat this several times.