



# JOB INTERVIEWS



Scan to review worksheet

Expemo code:  
18PN-6389-VSEK



1

## Warm up

In pairs, discuss the following questions.

1. How many job interviews have you had?
2. Have you done any jobs where you didn't have an interview?
3. What are you good at in interviews?
4. What do you find difficult in interviews?

2

## Focus on vocabulary

Part A: Understanding vocabulary. Match the vocabulary to the definitions.

- |                        |   |
|------------------------|---|
| 1. application (n)     | a. a form that you complete to ask to do a particular job   |
| 2. candidate (n)       | b. a person looking for a job   |
| 3. CV (n)              | c. a notice in the newspaper or online to tell people that a job is available                                 |
| 4. hire (v)            | d. give someone a job   |
| 5. qualification (n)   | e. an exam that you have successfully passed to show you have a particular skill or knowledge about something |
| 6. qualified (adj.)    | f. a period of working at a particular job to learn about how to do that job                                  |
| 7. work experience (n) | g. having the knowledge or skills to do a particular job  |
| 8. advertisement (n)   | h. an official document giving a history of the all the jobs you have done                                    |



**Part B: Pronunciation.** Look at the pair of words from the same family. Underline the stressed syllable for each.

1. app/li/cant - app/li/ca/tion
2. qual/i/fi/ca/tion - qual/i/fy
3. qual/i/fied - un/qual/i/fied
4. ad/ver/tise/ment - ad/ver/tise
5. can/di/date - can/di/da/cy
6. ex/per/i/ence - in/ex/per/i/ence

**Part C: Using vocabulary.** Write the vocabulary from Part A into the correct gaps in the following dialogues.

- A: Have you seen this \_\_\_\_\_<sup>1</sup> in the newspaper for a Human Resources manager? I think you'd be good at that. Why don't you send in an \_\_\_\_\_<sup>2</sup>?
- B: Yes, I did see it. It does look great, but I don't know if I'm \_\_\_\_\_<sup>3</sup> enough for it. I've only been doing this job for about four years.
- A: You've got nothing to lose. They can't \_\_\_\_\_<sup>4</sup> you if you don't apply.
- C: We've got three \_\_\_\_\_<sup>5</sup> coming in this afternoon to interview for the social media manager job.
- D: Yes, it's going to be busy. I'll make sure we have coffee ready!
- C: The second one is Meena. Do you remember her? She did \_\_\_\_\_<sup>6</sup> here about five years ago.
- D: Yes, I saw that on her \_\_\_\_\_<sup>7</sup>, but I'm not sure that I remember her.
- C: I think you will when she walks in. She's very professional. She's got a \_\_\_\_\_<sup>8</sup> in Public Relations now, so it will be interesting to meet her.





## 3

**Should/Shouldn't**

Read the following information.

We use *should* + base form to say something is a good idea.

e.g., When you apply for a job, you **should** check your spelling.

We use *shouldn't* + base form to say something is not a good idea.

e.g. When you go to a job interview, you **shouldn't** wear shorts.

**Part A: Rewrite the following sentences so that they are correct.**

1. You should planning your trip to the interview to make sure you're not late.

---

2. You should to read the job description before you apply.

---

3. Companies should checked you can come to the interview.

---

4. You shouldn't eaten smelly food just before the interview.

---

5. You shouldn't sitting down before you are invited to do so.

---

6. You should prepare references before the interview.

---



**Part B: Complete the following rules using *should* and *shouldn't*.**

1. arrive on time → \_\_\_\_\_
2. prepare questions before the interview → \_\_\_\_\_
3. eat sweets in the interview → \_\_\_\_\_
4. drink a lot of coffee before the interview → \_\_\_\_\_
5. wear professional clothes → \_\_\_\_\_
6. talk for too long when answering questions → \_\_\_\_\_
7. listen carefully to the questions → \_\_\_\_\_
8. ask them to repeat the question if needed → \_\_\_\_\_
9. research the company → \_\_\_\_\_
10. practise answering questions → \_\_\_\_\_

**4****Ordering questions**

Put the following words in order to form questions.

1. work/how/deal with/amount/do/large/a/you/of? → \_\_\_\_\_
2. looking/why/you/are/work/for? → \_\_\_\_\_
3. your/is/job/what/dream? → \_\_\_\_\_
4. this job/do you/ to do/want/why? → \_\_\_\_\_
5. your/hobbies/what/are? → \_\_\_\_\_
6. would/you/how/yourself/describe? → \_\_\_\_\_
7. are/strengths/your/what? → \_\_\_\_\_
8. experience/ have/do/you/what? → \_\_\_\_\_

Now match the completed questions to answers in the interview on page five.



### Job interview

- a. \_\_\_\_\_? I would be very happy to work here because I really respect the work that this company does and I have always had a positive opinion of it. I believe that with the skills that I have learned over the past six years in this industry, I would be an excellent person to have on the team.
- b. \_\_\_\_\_? When I started, I worked as a sales rep for two years and learned a lot during that time and went on a lot of training courses. After two years, I was promoted and became an area manager with a small team of two other people. I did that for three years, before moving to the job I do now. I currently manage a different area with a larger team of five people and since I have been there, our sales have increased by 25%.
- c. \_\_\_\_\_? I have been with this company for six years now and I would like to have experience with a new company and I'm looking for a new challenge. Also, I have a new manager who started a couple of months ago and I don't really get on with him. He's pretty stupid.
- d. \_\_\_\_\_? I'm a hard worker and enjoy learning new skills. I really love working in sales and don't have a problem with working as long as I need to reach my goals. I'm good working as part of a team, but I'm happy to work by myself too.
- e. \_\_\_\_\_? Selling ice cream on a beach! Sun, ice cream and sales: my three favourite things.
- f. \_\_\_\_\_? One of my biggest strengths is listening to customers to find out what they need and building relationships with them.
- g. \_\_\_\_\_? First, I decide what are the most important tasks to deal with and I do those first. If I've got a lot to do, I will get up extra early and get a head start.
- h. \_\_\_\_\_? I enjoy cycling and usually go for a ride at the weekend if I have time. I'm also learning Spanish at the moment. I go to an evening class once a week. I'm still a beginner, but I'm learning a lot quite quickly. I also really enjoy meeting my friends and going out for dinner with them.



Now listen to the job interview to check your answers.





## 5 Finding vocabulary

Find vocabulary in the interview which means the same as the following.

1. \_\_\_\_\_ have a good opinion of (v, para. A)
2. \_\_\_\_\_ a person who sells products or services for a company (n, para. B)
3. \_\_\_\_\_ be given a job of a higher level than the one you are in (v, para. B)
4. \_\_\_\_\_ at the moment (adv., para. B)
5. \_\_\_\_\_ something which is difficult to do (n, para. C)
6. \_\_\_\_\_ to have a good relationship with (phr. v, para. C)
7. \_\_\_\_\_ something which you are good at (n, para. F)
8. \_\_\_\_\_ a situation when you begin something early to make completing it easier (n, para. G)

## 6 Talking point

**Part A:** In pairs, discuss the answers in the job interview which you read. Were they good answers or not? Why?

**Part B:** Now practise asking and answering the same questions with your partner. Take it in turns for one person to be the interviewer and one person to be the candidate. Then swap roles.

## 7 Extended activity/Homework

Write a cover letter for a job above yours. Consider the following questions:

- How would you describe yourself?
- Why do you want to do the job?
- What experience do you have?
- What have you achieved in your work life?

You should:

- Write at least 150 words.
- Check your grammar, spelling and punctuation.