

# THE INTERVIEW PROCESS

Watch the [video](#) "Interview Tips: Common Questions & Body Language" by Indeed.

## 1 WARM UP

- Have you been to many interviews?
- Have your experiences been positive or negative?
- How do you feel about the interview process?



## 2 JOB INTERVIEW VOCABULARY

Match the vocabulary on the left with the correct meaning on the right.

- |                  |   |
|------------------|---|
| 1. Resourceful   | a) having a pleasant manner. A people person.         |
| 2. Personable    | b) to have rigid opinions, not open to new ideas.     |
| 3. Close-minded  | c) concerned solely with one's own interests.         |
| 4. Self-centered | d) focused on reaching a specific objective.          |
| 5. Goal-oriented | e) not willing or reluctant to take risks.            |
| 6. Risk averse   | f) the ability to find ways to overcome difficulties. |

## 3 VOCABULARY QUESTIONS

Practice using the vocabulary from exercise 2 by answering the following questions.

- Why is it a strength for a person to be **resourceful** in business?
- Is it important to be **personable** in your profession? Explain.
- Would you employ an individual that is **close minded**? Explain.
- Are there any business situations where being **self-centered** would be a positive?
- Are you a **goal-oriented** professional? Give examples.
- Is it advantageous or dangerous to be **risk averse**? Explain.



## 4 JOB INTERVIEW IDIOMS

Below are five answers given during an interview (1-5). Identify the idioms used in each of the answers. Then match them to their meanings below (A-E).

1. I have experience of learning processes quickly because in my last job I was thrown into the deep end. But I managed to learn quickly and soon became a top performer within the company.
2. One of my main strengths is that I am a quick learner, within a short time frame I can learn the ropes of anything and begin to excel. This is a huge benefit for the company because I can provide results instantly.
3. I am a highly motivated individual who is focussed on achieving great results so that I can climb the corporate ladder. I want to climb this particular ladder because I identify with this company's values, and I am passionate about its products.
4. In my previous job I experienced a steep learning curve during the first few months. I was not used to working face-to-face with customers daily, so I had to work hard to improve my soft skills which I was able to do with great success.
5. I have the necessary skills and experience for this programming role. But I also have some design skills in my back pocket, because I had the opportunity to learn 'photoshop' in my previous role, this could be advantageous for a future project.

### Idiom meanings:

- A. to learn how to do a job or activity.
- B. to be in a new situation without adequate training.
- C. something that is difficult, and takes a lot of effort to learn.
- D. to progress your career within a business.
- E. an extra resource for one's advantage whenever needed.

### Questions:

- Tell me about a time you were **thrown in the deep end**.
- Would it take you a long time to **learn the ropes** in a new position?
- Are you motivated to **climb the corporate** ladder?
- Describe an experience where you had a **steep learning curve**.
- Is it important to **keep something in your back pocket** during an interview?



## 5 VIDEO ACTIVITIES

Watch the [video](#) “Common Interview Tips: Common Questions, Body Language & More” by Indeed, then answer the questions below.

1. According to the narrator, when does the interview start?
  - Why is this important to know?
2. How can you ‘ace’ the introductions?
  - How can small talk help your introduction?
3. Why shouldn’t you talk badly about your previous employers?
  - Instead of talking badly, what could you say?
4. Should you ask questions at the end of the interview?
  - Why is it important / not important to ask the interviewer questions?



## 6 ROLE PLAY

In the video the narrator says “*you can’t predict exactly what they will ask you, but you can prepare for the most common interview questions*”.

This exercise will enable you to prepare for the most common interview questions. Work in pairs, take turns to ask each other the following questions.

1. Tell me a little about yourself.
2. What are your biggest weaknesses?
3. What are your biggest strengths?
4. Where do you see yourself in five years?
5. Out of all the candidates, why should we hire you?
6. Why do you want this job?
7. Why do you want to work for this company?
8. What do you consider to be your biggest professional achievement?
9. Tell me about a time you failed.
10. Tell me about the toughest decision you had to make in the last six months.

# HOMework

## 1 JOB APPLICATION

Write an email to apply for the job advertised below. Use the language introduced in the lesson. Your email should follow the following structure:

- Introduction.
- Describe why you are interested in the job.
- Describe why you are interested in the company.
- Give a brief summary of your suitability.
- Inform them that your CV is attached.
- Inform them of your contact details.
- Closing statement.

Job Advertisement:

JOB ADVERT




## UGANDA RED CROSS SOCIETY

### JOB OPENINGS

1. FINANCE OFFICER (2)
2. INFORMATION MANAGEMENT OFFICER
3. ASSISTANT PROJECT OFFICER
4. ACCOUNTS ASSISTANT

Detailed job description is accessed through our website: <https://www.redcrossug.org>

**Deadline: 12th August 2019**

Applications, fill application form, academic transcripts and certificates only submit through e-mail: [vacancies@redcrossug.org](mailto:vacancies@redcrossug.org)

**SKILLS required**

- Application
- Rules & Etiquette of work
- Self-knowledge
- Interview Tactics

We can train you in these job skills. Join us in these trainings. Follow us on

Website: [www.skillingyoungadults.com](http://www.skillingyoungadults.com)

Email: [info@skillingyoungadults.com](mailto:info@skillingyoungadults.com)

**DISCLAIMER:** ALL JOBS HEREBY POSTED ARE AS ADVERTISED IN THE DAILY NEWSPAPERS AND ROUTE HAS NO SAY OR CONTROL OF THE OUTCOME OF THESE ADVERTS.