

JOB INTERVIEWS



JOB INTERVIEW OBJECTIVE

1. Apply for a job.
2. Find a job.
3. Talk about your work experience and qualifications.
4. Ask for information about the new job.
5. Leave a good impression.



A BAD JOBA BAD JOB INTERVIEW

- Watch this video of a bad job interview.
- Why is this job interview bad?
- Does the candidate get the job?



WHAT IS A JOB INTERVIEW?

- It is a formal conversation about your work experience.



Who takes part in a job interview?

- There are two participants: The employer and the employee.
- The employer is the manager.
- The employee is the candidate.



PARTICIPANTS



EMPLOYEE

EMPLOYER



How is the job interview?

- In a job interview there are questions and answers



What do you wear at a job interview?



- Employer and employee wear formal clothes.



This is a strict
“NO”





QUESTIONS TO THE EMPLOYEE

1. What's your full name?
2. Where do you live?
3. What's your phone number?
4. What's your e-mail address?
5. Where were you born?
6. When were you born?
7. Where did you grow up?



8. Where did you go to school?
9. What speciality did you choose?
10. What can you do very well?
11. What are you good at?
12. What experience do you have?
13. Where have you worked?
14. What do you like doing in your free time?
15. What do you enjoy doing?
16. What are you interested in?

QUESTIONS TO THE EMPLOYER

1. What position do you offer?
2. What time should I work?
3. Where is the office located?
4. What clothes can I wear?
5. How much do you pay?
6. How many people will I work with?
7. Who will I report to?

8. Do I have to work extra hours?
9. What benefits can I get?
10. Is there any chance of promotion?
11. When can I take vacations?



Questions to the employer

- What kind of job do you offer?
- How much does the job pay?
- Where is it located?
- Do you offer any benefits?
- Is there any chance for a promotion or a raise?



QUESTIONS TO THE EMPLOYEE

- Can you spell your last name, please?
- What kind of experience do you have?
- What did you study in university?
- Do you have any special skills?
- What are your good points and bad points?



**Role-play: take a role, employer or employee.
Have a job interview with 5 classmates.
Use this document to record the information.**



Employer Sheet A	Applicant Information				
Name of Applicant					
Experience:					
Major:					
Skills:					
Good Points					
Bad Points					

Questions to ask applicant:

- Could you spell your name please?
- What kind of experience do you have?
- What did you study in university?
- Do you have any special skills?
- What are your good points and bad points?



You Company's Profile and Available Job

Company Name: _____ Labs
 Job Description: *Researcher*
 Job Salary: \$45 000/year
 Location: *University Laboratory*
 Benefits and Incentives: *Medical/Dental*
 Promotions and Raises: *2% raise every year.*
Promotion to senior researcher after five years.



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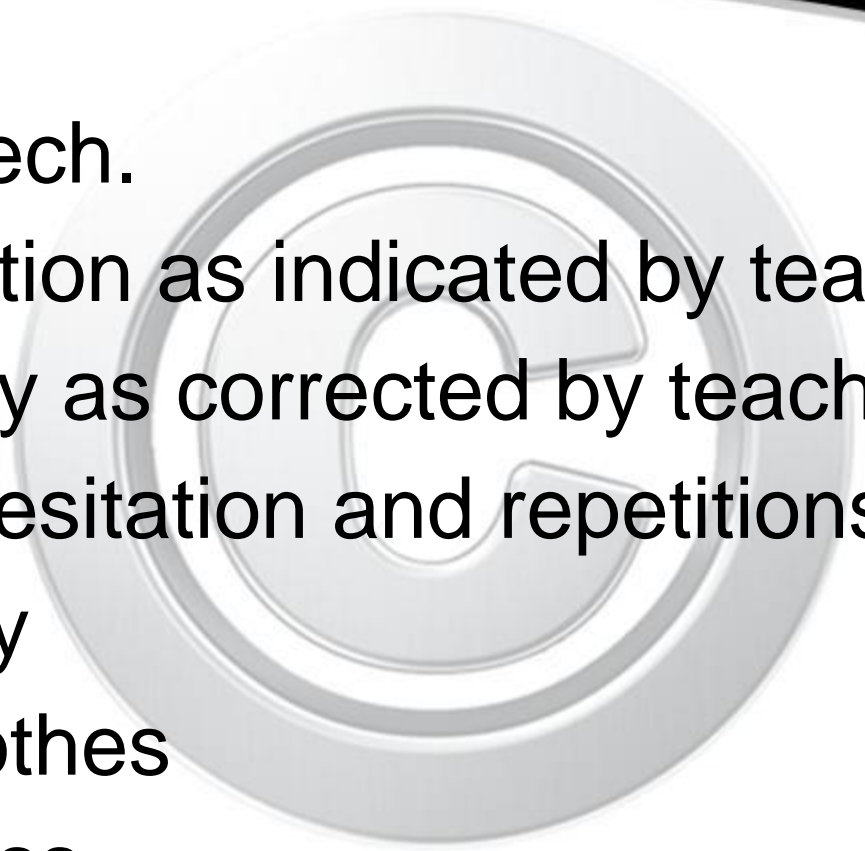
ORAL TEST:

Role-play Job interview

- Choose a role
- ASK & ANSWER EACH OTHER 6 QUESTIONS
- Present it to the teacher.
- Do not read.
- Formal clothes.
- DO NOT LAUGH
- DO NOT STOP OR REPEAT
- FILMED BY TEACHER



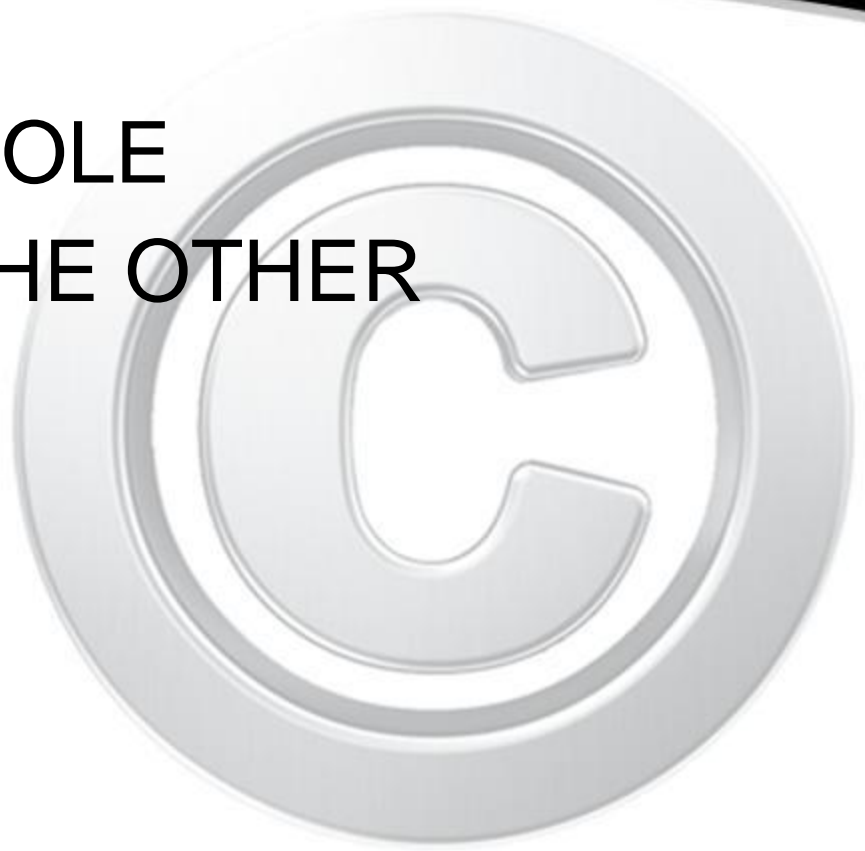
Evaluation rubric



- Clear speech.
- Pronunciation as indicated by teacher.
- Vocabulary as corrected by teacher
- Pauses, hesitation and repetitions.
- Punctuality
- Formal clothes
- Seriousness



JOB INTERVIEW



- TAKE A ROLE
- ASK EACH OTHER