

JOB INTERVIEW

EXERCISE A. Vocabulary (Skills and Personality Traits)

1. Imagine that you are a jobseeker. Think about how you would describe yourself. Look at the personality traits box, then check the table below. Can you recognize the personality traits of every description? Fill in the blanks 1-14 with the correct word from the personality traits box.

Personality traits:

direct	assertive	determined	observant
motivated	reliable	problem-solver	upfront
people-oriented	goal-oriented	persistent	communicator

	You:	Say this to your employer: (fill in one personality trait)
1	You always notice when someone needs something at a meeting	I am <u>observant</u> .
2	You don't quit until you complete your task.	I am <u>persistent</u> .
3	You love being around people, working together and helping them.	I am <u>people-oriented</u> .
4	You always carefully plan your tasks for the next week to achieve everything that you want.	I am <u>goal-oriented</u> .
5	You know that you have to stay focused and keep on working to be successful.	I am <u>motivated</u> .
6	You will never talk about work outside work.	I am <u>reliable</u> .
7	You believe that you have to say it out loud when something is wrong.	I am <u>direct</u> .
8	You can talk to anyone.	I am

		<u>communicator</u> .
9	You like finding solutions.	I am <u>problem-solver</u> .
10	You believe that self-confidence is 50% of job success.	I am <u>determined</u> .
11	You see problems at work as challenges.	I am <u>assertive</u> .
12	You express your intentions and beliefs clearly.	I am <u>upfront</u> .

2. Describe yourself briefly as a jobseeker using the words from Exercise A. Give explanations to your statements.

For example: *"I am positive and reliable. When I have problems at work, I try to look at the bright side, and I never share ideas from work outside work."*

EXERCISE B. Job Interview Questions & Advice

3. Read the questions (1-8). These questions are typical for a job interview. Match the questions with the correct answers (a-h) and fill in the blanks next to each question.

Questions:

- 1) How are you today? Answer: e
- 2) Did you have any trouble finding us? Answer: g
- 3) Can you stick to deadlines? Answer: f
- 4) How much do you expect to earn per month? Answer: a
- 5) What are your strongest points as an employee? Answer: h
- 6) What languages can you speak fluently? Answer: b
- 7) What are your goals for the future? Answer: c
- 8) Have you got a car license? d

Answers:

- a) I expect my monthly salary to be \$10, 000.
- b) English, Farsi, and Norwegian.
- c) I see myself as a CEO of a marketing agency.
- d) No, I only have a motorcycle license.
- e) Very well, thank you. How about you?
- f) Yes, that is not a problem for me.
- g) No, I used to work in this area.
- h) I am very productive, upfront, and goal-oriented.

4. Here are some examples on what you should and shouldn't say at a job interview. Mark each sentence 1-10 as "Right" or "Wrong".

1. I really need this job! ____
2. No, I don't have any questions for you. ____
3. I can work under pressure because I see challenges in problems. ____
4. How much will my salary be? ____
5. With this job, I would like to develop my skills and get more experience in marketing. ____

6. I feel really anxious. ____
7. I like to change jobs because I need changes in my life. ____
8. I really like that you organize after work parties every Friday! ____
9. My current job is convenient, but I want to upgrade my skills. ____
10. My goal is to improve my skills and learn more about sustainability in architecture. ____