**Topic 4. Job interview**

**Text 1. Read about Dos and Don’ts for job seekers and discuss with a partner how you can avoid mistakes and follow recommendations**

**Dos and Don’ts for job seekers**

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| **DOS** | **DON’Ts** |
| Do learn ahead of time about the company and its product. | Don’t keep stressing your need for a job. |
| Do apply for a job in person. | Don’t discuss past experience, which has no application to the job situation. |
| Do stress your qualification for this job. | Don’t be untidy in appearance. |
| Do mention any experience you have which is relevant to the job. | Don’t beg for consideration. |
| Do assume an air of confidence. | Don’t mumble. |
| Do approach the employer with respectful dignity. | Don’t be one of those who can do everything. |
| Do try to overcome nervousness and shortness of breath. | Don’t hesitate to fill out applications, give references, etc. on request. |
| Do answer the questions honestly. | Don’t hang around, prolonging the interview when it should be over. |
| Do have a good resume. | Don’t go to an interview without a record of former employment. |
| Do know the importance of getting along with people. | Don’t arrive late or breathless for an interview. |
| Do indicate your flexibility and readiness to learn. | Don’t display a feeling of inferiority. |
| Do be well groomed and appropriately dressed. | Don’t write incorrect information on your CV to make it look better. |

**What tips will you take into consideration (принять к сведению)? Do you agree with everything? What can you add from your own experience?**

**Text 2. Read and translate the text.**

**Top 50 interview mistakes**

Here are the top 50 most common interview mistakes to review so you can avoid making them.

1. Dressing inappropriately.
2. Not taking a phone interview as seriously as an in-person interview.
3. Leaving your cell phone on.
4. Chewing gum.
5. Bringing a cup of coffee or other drink with you.
6. Bringing another person with you to the interview.
7. Wearing sunglasses.
8. Showing up early.
9. Showing up late.
10. Showing up hangover and/or really tired.
11. Going to the interview if you are really sick.
12. Not knowing the interviewer's name.
13. Not introducing yourself.
14. Leaving a Bluetooth earpiece on.
15. Not smiling during the interview.
16. Interrupting the interviewer to take a call.
17. Have background noise (kids, pets, etc.) during a phone interview.
18. Wearing too much perfume or cologne.
19. Wearing a hat or cap to the interview.
20. Not bringing extra copies of your resume.
21. Not bringing a list of references.
22. Depending on the job, not bringing a portfolio of your work.
23. Playing with your hair.
24. Saying "ummm" or "you know" or "like" too often.
25. Mumbling and using poor grammar.
26. Talking too much.
27. Cutting off the interviewer's question.
28. Not talking enough.
29. Not smiling enough.
30. Telling jokes and laughing too much.
31. Not making eye contact with the interviewer.
32. Criticizing your last company or boss.
33. Not remembering your work history.
34. Checking your notes for an answer to a question.
35. Not following directions if you're given a test.
36. Not being prepared to answer questions.
37. Not paying attention to the questions you're asked.
38. Not taking the time to research the company prior to the interview.
39. Forgetting the name of the company you are interviewing with.
40. Forgetting the names of the companies you've worked for in the past.
41. Not remembering the job you applied for.
42. Telling the interviewer that you really need the job.
43. Telling the interviewer that you need the money.
44. Not knowing enough about the company you are interviewing with.
45. Asking about time off in your first interview.
46. Asking about salary and benefits right away.
47. When asked "Why do you want to work for our company?" providing answers that are focused on you instead of on how you will benefit the company.
48. Not have relevant questions to ask when asked, "What questions do you have?"
49. Neglecting to thank the interviewer for the opportunity to meet with him or her.
50. Not sending a thank you note after the interview.

**Text 3. Read the dialogue. Compile a similar dialogue with a partner.**

**Advice on job interview**

***Fay asks Jerry for advice on how to succeed at a job interview in English***

* **Fay**: Hi, Jerry. I'm thinking of applying for a job with a multinational company, but I'm worried about having an interview in English. Can you give me any good tips?
* **Jerry**: Hmmm. That's a tough one. I guess the first thing is to try to make a good impression. We often say, "you never get a second chance to make a first impression".
* **Fay**: That sounds like good advice. Maybe I could sing and dance for them, ha ha ha! Then they'd really be impressed! But seriously, how do I make a good first impression?
* **Jerry**: To begin with, you should firmly shake the interviewer's hand while greeting him or her with a smile. Be sure to keep eye contact, especially when listening to the interviewer.
* **Fay**: Ah, "body language" is really important, isn't it?
* **Jerry**: Yes, it is. The second thing is to have confidence. You get confidence from being prepared. You should learn a little bit about the company before the interview. Find out what they do, how long they've been in business, what their business motto is, that kind of thing. You should also anticipate possible questions, and think about how you will answer.
* **Fay**: Should I memorize my answers beforehand?
* **Jerry**: No! Definitely not! That sounds very mechanical. You should be natural when you speak. Just think about how you want to answer, and choose the right words at the time of the interview. That way, you can use the interviewer's own words in your answer, which shows you've been listening. Then you're sure to make a good impression.
* **Fay**: I never thought about that before. That's very helpful, Jerry. Thanks so much. Ah, one more thing. Should I ask about the salary during the interview?
* **Jerry**: No, either let them bring up the topic of money, or else wait for a second interview. If you prepare well, make a good first impression, have confidence, and speak naturally, you're almost certain to be interviewed again. Good luck!

**Text 4. Read the interview.**

**Vocabulary**

* position - должность, вакансия negotiations - переговоры
* application - заявление, анкета strength - сила, достоинство
* promising - перспективный tension - напряжение, стресс
* obligation - обязанность experimental period - испытательный срок
* skillful - опытный

**In the dialogue find these expressions in English**

1. Заполните, пожалуйста, эту анкету.
2. Фирма с большими перспективами.
3. Нам нужна сильная творческая команда.
4. Какие ваши главные достоинства?
5. Вы хорошо переносите повседневные нагрузки?
6. У вас отличные отзывы с предыдущей работы.

**Job-hunting**

- Good morning, sir.

- Good morning. Come in. Mr. Klimenko, isn’t it? Please take a seat. You will have to excuse me a moment while I finish signing these letters. Meanwhile please fill in the application form… There, that’ll do. Now I can concentrate on you, Mr. Klimenko. Tell me, how long you have been working in Alpha?

- Five years. I am only leaving because the firm is moving to Sevastopol, I think a change will do me good.

- What do you know about our company? You are welcome to ask any questions you have.

- I know that this is a very promising company, so I’d like you to inform me what will be the major focus of efforts in the next few years.

- We plan to expand our activities with English-speaking countries, mainly England, to buy the equipment and technology from there and run training programs here. We need a team of creative people to make our company competitive in the world market.

- What will my responsibilities and obligations be during the first year?

- Well, first of all to be responsible for our contacts with English partners. You will need to skillfully negotiate for and buy equipment. The job will involve much travelling. There is likely to be a trade fair in London soon, which we hope you will be able to go to.

- Yes, I see.

- So tell me, what are your three main strengths?

- I think they are: reliability, loyalty and energy.

- OK. Do you work well under pressure?

- Yes, I’m accustomed to working under pressure.

- Are you a leader, an entrepreneur by nature?

- Yes, I think so.

- All right. Now, Mr. Klimenko, I am quite prepared to offer you a job with us. You have excellent references from your previous job. You’ll start on $450 and if you do well we’ll review it after three months. The hours are from nine to five thirty, with an hour for lunch and a fortnight’s holiday. Does it suit you? Any questions?

- What about travel? Where will I have to go and for how long?

- Mostly to England for not longer than a month.

- All right. When do you want me to start, sir?

- In a week, if possible.

- I am afraid I can’t start working till the 10th of October.

- No problem. We’ll be seeing you on the 10th then?

- Yes, certainly. Thank you very much. Goodbye.

- Goodbye.