## 1. Daniela's Interview

Craig Simon from MedTec Ltd. Interviews Daniela for the job. Listen and say whether the statements are true or false. Correct the wrong statements.

1. Craig doesn't understand Daniela's CV                          T      ~~F~~

   …………………………………………………………………………………………………………

2. Daniela wants to work at MedTec to develop her experience of programming in a manufacturing company.                ~~T~~      F

   …………………………………………………………………………………………………………

3. Daniela thinks that her English is not very good.              T      ~~F~~

   …………………………………………………………………………………………………………

4. She became interested in programming during her apprenticeship    T    ~~F~~

   …………………………………………………………………………………………………………

5. The interface Daniela describes was designed to provide sales managers with information about production.                      T      ~~F~~

   …………………………………………………………………………………………………………

6. Daniela says that, although she enjoys team work, she would rather work on her own.   T   ~~F~~

   …………………………………………………………………………………………………………

## 2. Interview Language

Listen again and complete the sentences Daniela uses during the interview.

1. I'm glad to be here. Thank you for __inviting__ me.

2. The job here would let me __broaden__ my experience of developing solutions in a production environment.

3. I really want to work in Britain and continue to __improve__ my English.

4. I __became__ interested in programming while I was at school.

5. In the last three years, I __have__ really learned a lot about programming.

6. I was __part__ of a team which developed an interface for production managers.

7. The __aim__ of our solution was to present managers relevant information.

8. In the end, our solution __resulted__ in clear management information for production.

9. I __benifited__ from having a really good team to work with.

10. During the last three years, I've __learned__ so much from colleagues in my team.

## 3. Further questions

Work with a partner. Brainstorm on the basis of the worksheet *What should I ask in an interview?* Questions an interviewer should ask an interviewee.

Additionally, consider questions Daniela should ask at the interview.

# Dear Ken: What should I ask in an interview?

### Dear Ken

I have been made the leader of an international project team. I now have to recruit a replacement for a person who is leaving the team. The interviews must be in English, but I have never interviewed anyone in English before. Do you have any tips for me?
Helge F.

### Dear Helge

There are six key qualities for which you need to assess your interviewees, so your questions should be based on these:

### 1. Impact on others
What response does each candidate's appearance and style bring out in others? Follow up your first impression with a general assessment after the interview.

### 2. Qualifications and experience
Do your job candidates have the necessary knowledge and skills with which to do the job? You need to ask questions about their relevant past experience, their successes
and what they have learned from any mistakes they may have made.

### 3. Intelligence and abilities
How quickly and accurately does each interviewee's mind work? What are the implications of this for the job? To find this out, you could ask questions that test the person's ability to solve problems.

### 4. Motivation
What kind of work appeals to your candidates, and how much effort will they put into it? Ask them what they most enjoy about their work. From this, you can often discover what they like least. You could then challenge them with this.

### 5. Emotional adjustment
How well adjusted are the candidates to themselves, their situation and their colleagues? You should be able to gain knowledge of this from references. You could also ask what candidates consider to be their strengths and weaknesses. Their approach to this question can indicate to you how they see themselves.

### 6. Interests
How does each interviewee spend his or her spare time, and is this relevant to the job? You want people with a reasonable balance between work and private life. Leisure interests can help your potential employee maintain good physical and mental health.

Plan your interview with these factors in mind, and you'll have a simple structure with which to proceed.

Good luck!
Ken

**Spotlight**

**1/2013:
English at Work**

**Key Qualities**

*effort:
Anstrengung*

*to appeal:
gefallen*

*to adjust:
anpassen*

*to indicate:
zeigen*

*leisure:
Freizeit*

*to proceed:
vorgehen*

**4. Role Play: job interview**

Work with a partner:

➢ Choose your preferred advertisement.

➢ Read the role cards and job advertisement in detail.

➢ Use the files and your additional questions to do the interview.

**Rules:**

- Cover all 6 categories of qualification on the base of the job ad. You should ask more than just one question per category. Also use follow up questions.

- You must not bring filled out cue cards but you can (should!) take notes during the interview.

- Length of the interview: not less than 5 minutes.

- You can start with (relevant!) small talk: greetings, introductions, offering a chair, offering drinks, …

- You are allowed to lie regarding your qualifications (but keep it realistic!).

- Interviewer: Decide if you want to employ the candidate on the base of the interview and give reasons for your decision.

**Advice:**

- Do not memorize your interview word for word. You lose flexibility and cannot answer follow-up questions.

**Job advertisement 1**

---

## Linux / Windows Administrator


### Systems Administrator (Windows / Linux) required.

Amazing opportunity for a talented Windows / Linux administrator. As an experienced Windows / Linux Systems Administrator you will be responsible for effective provisioning, installation, configuration, operation and maintenance of systems hardware and software and related infrastructure. The following experience is required:

### Linux / Windows Administrator Key skills:
• Server/hardware experience
• TCP/IP networking Windows / Linux
• Database setup and administration (PostgreSQL, MySQL)

### Linux / Windows Administrator Desirable skills:
• Performance tuning and scalability
• Familiarity with Virtual Machine solutions - VMWare, Xen, KVM, etc.
• Monitoring systems (nagios/cacti)
• Knowledge of a common scripting language (Perl, Python, Ruby, etc)
• Firewalling and IDS software - IPTables, Snort, AIDE

This Linux / Windows Systems Administrator role is for an amazing company with a team considered to be the best of industry, in a profitable, stable market leader that embraces new technology and techniques and recognizes that investing in its people is what makes it the leader it is and therefore can offer you continuous challenges and growth both skills and career wise in an environment you will enjoy and be very happy to have on your cv.

adapted from www.monster.co.uk
Company: Resource Partners Ltd London

---

**Job advertisement 2**

---

## Software Developer (Java /C# Programmer)

A global investment management firm is seeking a talented Software Developer (Java /C# Programmer) to join their team of experienced developers in London.

As the new Software Developer (Java /C# Programmer) this is an excellent opportunity to be a part of a successful trading firm that operates in the global financial markets by using some of the cutting edge advanced technology.

For this Software Developer (Java /C# Programmer) role you should have the following skill set:

• Strong Programming in Java or C#
• Excellent communication skills with both technical and non-technical staff
• Self-motivated individual with the ability to work well independently or as part of a team
• Strong analytical and problem-solving skills, keen attention to detail
• Self-Motivated
• Strong desire to succeed

As the new Software Developer (Java /C# Programmer) in the team you will be joining a highly acclaimed organisation with massive emphasis on training. To discuss further please call Mohamed Ibrahim.

adapted from www.monster.co.uk
Company: Harringtonstarr London

---

**Student A**

Find an advertisement for a job in an English-speaking country which you would find interesting and that is relevant to your experience. Imagine that you have been invited to an interview for the job. Prepare yourself for the interview by thinking about the following questions:

- How is your experience relevant to the job?
- Why do you want the job?
- What are your strengths and weaknesses?

Before the role-play, give the job advertisement to your partner who will play the role of the interviewer.

At the interview go into as much detail as possible about your skills and experience. Keep your answers to questions about your strengths and weaknesses short.

After the role-play, check that the notes your partner has taken about your skills and experience are accurate.

**Student B**

Your partner has found an advertisement for a job which he/she finds interesting and has the experience to apply for. He/she has been invited for interview. You are the interviewer.

After your partner has given you the job advert, read it and prepare the questions you are going to ask during the interview. Be sure to get as much information from your partner about their relevant skills and experience. Make notes of these to show to your partner when the role-play is over.

Additionally, you should ask questions about your partner's strengths and weaknesses. Don't be satisfied with short answers from your partner to these questions.