

The Office - Interview Skills 8 - Discussing Salary and Benefits (C0256)

Mr. Parsons: Okay, well I'm sure you have a number of questions to ask me regarding the position.

Rebecca: Yes, well Miss Childs did give me an overview of the position over the phone, but there were some details I'd like to clarify.

Mr. Parsons: Well feel free to ask me anything, and I'll try to fill in the details.

Rebecca: Could I first ask about the remuneration package ?

Mr. Parsons: Yes of course. That's quite an important point isn't it? As a junior sub editor we offer a starting salary of 150,000 HK dollars per annum. This doesn't include a generous housing allowance also.

Rebecca: I understand. And are there other bonuses included?

Mr. Parsons: Well apart from full health insurance we do offer a company staff bonus scheme linked to readership numbers. But we could go through all the details of that at a later date.

Rebecca: Well Mr. Parsons, I am flexible when it comes to salary. The opportunity to work in Hong Kong for you is the most important thing for me.

Mr. Parsons: Excellent. Well, what other questions do you have Rebecca?

Key Vocabulary

remuneration package	<i>N</i>	money and benefits given to someone for the work
per annum	<i>P</i>	each year
housing allowance	<i>A</i>	money that a company provides for rent of a house

flexible	<i>A</i>	able to change or to do different things
go through	<i>V</i>	to study or look at (something) in a careful way

Supplementary Vocabulary

Gross	<i>A</i>	Overall sum excluding tax and any deductions
Net	<i>A</i>	Free from all charges or deductions
Income Tax	<i>N</i>	A tax on the amount of money you earn
Stock Options	<i>P</i>	A benefit offered by a company to purchase stock for a fixed price
Bonus	<i>N</i>	An additional payment or reward given for good work or performance