

Listening comprehension

I. A Good Interview?

Listen to the job interview and answer the following questions:

Who is Susan Thompson?

What job does Mary apply for?

What does Mary give to Susan when she enters the room?

Does Mary have any experience? What is she willing to do?

Which personal qualities does she put forward?

What do you learn about her last position?

Why did she leave her last job?

Explain the phrase "it was graveyard"

What question does Mary ask Susan about the new job?

Has Mary done researches about the company she's applying to?

How long will it take before she knows if she has the job?

II. Job Interview Questions

Read the following responses (1-5) given during a job interview and imagine the questions that were asked.

Questions	Answers
	1. Growth is wonderful, but only if the rest of the company can keep up. I'm confident I can make sure your sales team is confident and enthusiastic about selling new products by implementing an ongoing sales training curriculum that emphasizes where they sit in a product lineup.
	2. "My greatest accomplishment was when I helped the street lighting company I worked for convince the small town of Bend, Oregon to convert antiquated street lighting to energy-efficient LED bulbs. My role was created to promote and sell the energy-efficient bulbs, while touting the long-term advantage of reduced energy costs. I had to develop a way to educate city light officials on the value of our energy-efficient bulbs—which was a challenge since our products had an expensive up-front cost compared to less efficient lighting options.
	3. "Well, I'm currently an account executive at Smith, where I handle our top-performing client. Before that, I worked at an agency where I was on three different major national healthcare brands. And while I really enjoyed the work that I did, I'd love the chance to dig in much deeper with one specific healthcare company, which is why I'm so excited about this opportunity with Metro Health Center."
	4. "I heard about an opening on the development team through a friend of a friend, Akiko, and since I'm a big fan of your work and have been following you for a while I decided it would be a great role for me to apply for."
	5. "I saw on The Muse that you were also hiring for new positions on the West Coast to support your new operations there. I did some more reading about the new data center you're building there and that excites me as I know this means there'll be opportunities to train new teammates. I also learned through a Wall Street Journal article that you're expanding in Mexico as well. I speak Spanish fluently and would be eager to step up and help liaise whenever necessary."

A. _____

B. _____

C. _____

D. _____

E. _____

Your Interview

I. Complete the interview questions with words from the box.

strengths	previous	pressure	tell	expecting	appreciate	willing	prefer	motivates	get
know	plan	accomplishment	hire	describe	weaknesses	offer	good		

1. _____ me about yourself.
2. Why should we _____ you the job?
3. What is your major _____?
4. What sort of salary are you _____?
5. What are you _____ at?
6. What _____ you?
7. What are your _____ and _____?
8. What do you _____ about our company?
9. Why should we _____ you?
10. Are you _____ to travel?
11. How long do you _____ to stay with this company?
12. What do you _____ most about your current job?
13. What did you dislike about your _____ job?
14. What will you do if you don't _____ this job?
15. Do you _____ to work in a team or on your own?
16. How do you work under _____?
17. How would you _____ yourself?

More examples of interview questions (and answers) can be found here:

<http://jobsearch.about.com/od/interviewquestionsanswers/a/interviewquest.htm>

II. Now make a list of [your] strengths and weaknesses.



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Step 1

Read the following ad :

Diamond Frozen Food Ltd.

Personal Assistant to our Financial Manager required. Our Company manufactures a wide variety of frozen food from pizzas to pork chops for other companies (for example Mark's & Spencer's, Selfridges).

- Salary negotiable
- Excellent benefits package

THE JOB

- Assisting the Financial Manager by producing and analysing performance charts*.
- Using management packages* and other IT
- Interface between marketing, production, accountancy, management control and the IT-department

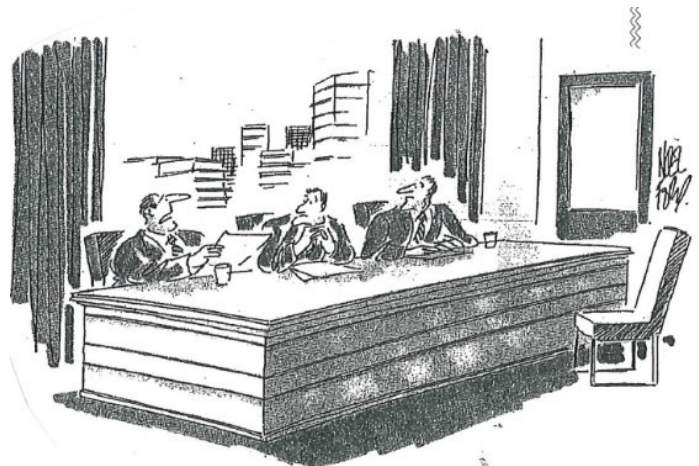
THE PERSON

- Dynamic and flexible
- A strong interest in new technologies
- A good track record in previous jobs
- The ability to work with people from different backgrounds
- Good communication skills and willingness to work in teams

Apply to :

Diamond Frozen Food Ltd.
88 Harvey Place
Bournemouth
SL1 2BW ENGLAND

dashboards/performance charts: tableaux de bord
management packages: logiciels de gestion



"Number two was reasonably OK. At least he took his Walkman off for the whole of the interview."

Step 2

First you have to prepare as **the candidate**. Talk about:

- why you have applied for this particular position (*remember it's in England!*)
- why you are the ideal candidate
- even though you do not have a lot of experience they should employ you because...
- what your strong points and your weak points are

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Step 3

You work for Diamond Frozen Food Ltd and you are **the Personnel Manager**. Prepare to interview a candidate. Read through his/her CV (and letter of application) and prepare questions. Ask lots of questions to get your partner to talk about her/himself.

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Step 4

Role-play this interview. Take it in turns to be the candidate and the interviewer.

-Use expressions & vocabulary from lab activities, exercises we've done...

-Start and end with polite expressions, small talk, etc...