

Practicing Interview Skills

USEFUL PHRASES AND EXPRESSIONS

- I'm interested in the position of ... at your company.
- I believe you're offering a full-time / part-time job.
- Is it a permanent position?
- I'm looking for a full-time / part-time [POSITION] for ...
- I don't have any working experience, but I'm willing to learn.
- I have ... years' working experience.
- I worked at ... for ... years.
- Do you have any previous working experience?
- Have you ever work before?
- Yes, I'm a qualified IT technician.
- I studied at ... university / teacher's training college.
- I'm a graduate of ... university / training college.
- I have a certificate / degree from ...
- Do you have an EFL qualification?
- Are you certified to work ... ?
- Where did you study for your teaching certificate / degree?
- Yes / No, but ... I speak English fluently.
- I am fluent in English. / I speak English extremely well.
- Is English your mother tongue?
- Certainly. Here it is.
- Would you like to see my resume?
- I've brought a copy of my resume for you to see.
- May I see your resume?
- Your resume is very impressive.
- I'm very energetic / enthusiastic / dedicated.
- I'd describe myself as hard-working / patient.
- I think I can contribute by initiating / developing ...
- I would be an asset to your company because I'm ...
- I work hard to implement / assist / stimulate ...
- Of course. / Sure. I'd love to ... / I'm eager to ... / I'm willing to ...
- How would you describe yourself?
- What's your greatest strength as a teacher?
- Would you consider yourself a creative / dynamic / versatile worker?
- Why do you think you would be an asset to our company?
- Are you willing to do a sample lesson?
- What salary are you offering?
- What is the starting / basic salary?
- Do you provide social benefits / medical insurance / transportation?
- How many vacation days would I receive?
- The basic salary is ...
- The company pays for / provides your medical insurance / transportation costs / food allowance.
- You would receive 10 vacation days.
- Thank you for seeing me.
- It was lovely to meet you.
- I look forward to hearing from you.
- My contact number is ...
- You can contact me at ...
- Thank you for coming in for this interview.
- I'll be in touch with you.
- I'll contact you soon.
- Where can I contact you?
- Is this your contact number?

The aim of this activity is to practice your interview skills.

A Interviewer questions:

1. Can you tell me something about your work experience?
2. Tell me about yourself.
3. Tell me about your current job / last job.
4. What does your company do?
5. What are your responsibilities?
6. Let's discuss your educational background.
7. Why are you the best candidate for this job?
8. Tell me why we should hire you.
9. Where are you working now?
10. Why are you leaving your current job?
11. In your opinion, what makes a good manager?
12. How do you feel about new technology?
13. Do you prefer working alone or in teams?
14. What do you do In your free time?
15. Are you a good employee?
16. Are you a person who can work from home?
17. Does your current job have any good points?
18. What training do you have for this job?
19. What are your greatest strengths and weaknesses?
20. What's your opinion about long work hours?
21. Are you studying anything at the moment?
22. Why is this your ideal job?
23. Why are you the person for this job?

B Review the different options below and decide

STEP 1: State your job title

I am presently
working as
I was previously
working as

- the senior mechanical engineer at
- a member of the testing team at
- the electrical design team leader at
- a team leader at
- a mechanical engineer in the
- installation team at

STEP 2: State what the company does

The company

- designs
- designs and constructs
- designs and produces
- evaluates
- manages
- provides consulting services on

STEP 3: State your work responsibilities

My responsibilities
include / included

- evaluating processing equipment
- managing budgets and costs
- installing systems at the customer's site
- installing on-site systems
- performing internal design reviews
- managing the testing cycle
- evaluating tools and components
- supervising the design cycle
- designing electrical equipment
- resolving engineering problems

- performing design analyses
- electrical power systems
- assembly lines
- hi-rise buildings
- transportation systems
- manufacturing facilities
- industrial projects
- civil engineering projects

STEP 4: State your education

I have a

- diploma in Vocational Training.
- Degree.

STEP 5: Talk about your skills

I have good

I have excellent

I have effective

- communication skills
- interpersonal skills
- management skills
- project management skills
- risk management skills
- problem solving skills
- analytical skills
- self-learning skills

and I'm

- goal-oriented
- result-oriented
- proficient in CAD technology
- detail-oriented
- an effective motivator
- self-motivated
- a good team player

Ejercicio.-Escribe un diálogo de un interview.

A: Buenos días. ¿Cuál es su nombre?

B: Buenos días, mi nombre es Juan Pérez.

A: ¿Por qué ha decidido entrar en esta empresa?

B: Me gustaría trabajar aquí para contribuir a las ambiciones de esta empresa.

A: Tiene vd alguna experiencia profesional?

B: No, no tengo. Pero estoy seguro que aprendo deprisa y seré útil.

A: Ok, no es problema. Cómo se describiría vd?

B: Soy una persona agradable, me gusta trabajar en equipo, me gusta compartir mi conocimiento y llevarme bien con todo el mundo.

A: Por qué cree vd que será un buen activo para nuestra empresa?

B: Disfruto trabajando y pr

A: Cuánto cree vd que sería el salario ideal mínimo?

B: No lo sé señor. Tal vez de 10.000 a 12.000euros.

A: Le parece bien tener 30 días de vacaciones?

B: por supuesto seño, es excelente.

A: Cómo puedo contactarle?

B: Mi número es 666-12-34-56

A: Gracias, entraré en contacto con vd próximamente.

B: Gracias señor.

A: Ha sido un placer quedar.

B: Lo mismo digo, señor.

A: Adiós, que tenga un buen día.

B: Hasta pronto, tenga vd un buen día.