



Highlight English

Just for you!

Class 3.32 Job sand Work.

- Vocabulary practice: How to Interview for a Job!



How to Interview for a Job!

- Congratulations! You've applied for several jobs in the past few weeks, and you just found an email in your inbox inviting you to your first job interview next Tuesday.
- That's great! But don't get too excited . . . the job isn't yours yet! You still have to attend an interview before you get hired. And almost certainly there will be many other people interviewing for the same job! Here, then, are eight important things that you should know about interviewing – so that you can get that job you've always wanted.



Listen to the next audio and complete.



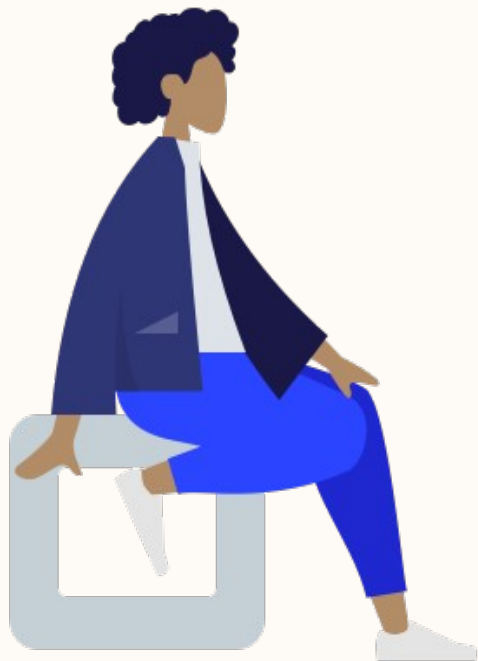
- 1. First, go online and find out as much as you can about the company and the position that you are applying for. This is important because you want a job that is right for you. For example, you might not really want the job if you have to work on weekends or late at night. As well, it shows the interviewers that you are a serious applicant – someone who may stay with the company for a long time.
- 2. Before the interview, prepare a list of questions that you think the interviewers may ask you. Then, practice answering them, perhaps with a friend.

Listen to the next audio and complete.

- 3. Dress well for the interview. However, this doesn't mean that you have to arrive for the interview wearing a suit and tie, especially, for example, if you are interviewing for a job as a waiter or a waitress.
- 4. Arrive a few minutes early. Arriving late for an interview is never a good thing.
- 5. There may be two or three interviewers, and it's always very polite to give each of them a printed copy of your curriculum . Bring several copies of your curriculum with you.



Listen to the next audio and complete.



- 6. Smile, be friendly, and be confident. Use good eye contact⁶ and body language. Remember to relax, because, if you feel nervous, you will look and sound nervous.
- 7. Prepare a few appropriate⁸ questions to ask your interviewers. Make sure to avoid asking questions like, “How many holidays will I get?”
- 8. Finally, email your interviewers (after a day or two) and thank them for their time.

What other job interview advice can you think of?

Match the statements.

| Statement | Answer | Complement. |
|----------------------------------|--------|--|
| A. Getting a job interview | 5 | 1. information about the company. |
| B. You should find out | | 2. curriculum to give to all your interviewers |
| C. You can practice for the | | 3. questions and thank them later by email. |
| D. Look nice at the interview by | | 4. interview with a friend. |
| E. Bring extra copies of your | | 5. doesn't mean that you have a job yet. |
| F. Ask your interviewers | | 6. wearing nice clothes and by smiling. |

Match the statements.

| Statement | Answer | Complement. |
|----------------------------------|--------|--|
| A. Getting a job interview | 5 | 1. information about the company. |
| B. You should find out | 1 | 2. curriculum to give to all your interviewers |
| C. You can practice for the | 4 | 3. questions and thank them later by email. |
| D. Look nice at the interview by | 6 | 4. interview with a friend. |
| E. Bring extra copies of your | 2 | 5. doesn't mean that you have a job yet. |
| F. Ask your interviewers | 3 | 6. wearing nice clothes and by smiling. |

Choose some topics and talk about them.

- 1) Have you ever been to a job interview? Yes? Describe your experience.
- 2) What job do you have now? / What job would you like to have? Why?
- 3) How might an online interview be different from a face-to-face interview?
- 4) The article suggests eight important things you should know about interviewing for a Job. What three other things can you think of?