

Job Interview: Everyday Dialogues [A2]

Vuoi saperne di più su come affrontare il mondo del lavoro in inglese? Ecco un esempio di un colloquio di lavoro in inglese.

Karla: Thanks for coming in today, Kevin. So, you're interested in the admin assistant post
Bob: Yes, that's right. Thank you for inviting me.
Karla: Well, your CV looked interesting. Your experience **certainly** fits the bill.
Bob: That's good to hear!
Karla: We'd like to know a bit about why you are applying for this position.
Bob: The job is exactly the kind of work I love doing and I've always wanted to work for this company.
Karla: Really? Why is that?
Bob: I've read great things about how you treat your staff, the opportunities for personal development and **most of all**, your reputation for sustainability.
Karla: Yes, we try hard to be a responsible company. Do you have any questions for us?
Bob: I'm thinking of doing a Master's and would like to know if there is any flexibility in **working hours**.
Karla: Sure. It's not a customer-facing position and as long as you **get the job done**, **within** reasonable hours, we could **certainly** accommodate you there.
Bob: That's excellent news!
Karla: Great. Let me speak to my colleagues and we'll get back to you **within** a few days. Thanks for your time.

NOW LET'S REVIEW THE VOCABULARY!

Administration is often **shortened** to 'admin'. Post and 'position' are both words to describe a job. CV is **short for** 'curriculum vitae' ('résumé' in the US.) To fit the bill means to be **suitable** for a specific **purpose**. Job can refer to a paid position of employment (as it is used here) or an individual task or project. Staff refers to all the people employed by a company. Synonyms include 'personnel' or 'workforce'. Personal development **relates to self-improvement**. Here, it **relates to** career goals, for example, confidence, conflict resolution, time management, active listening or teamwork. Sustainability is a **broad topic**, usually referring to environmental and social impact. In the context of sustainability, responsible is often used as an adjective to describe companies, processes and **behaviours** that are

ethical and environmentally-friendly. A 'customer-facing' worker is literally that: an employee who [deals](#) directly with [customers](#). Typical customer-facing jobs are shop assistants, [salespeople](#) or [helpdesk](#) workers. In this context, to accommodate means to fit in with a person's [wishes](#). To get back to someone means you will contact them soon with an answer.

Glossary

- **working hours** = orario di lavoro
- **suitable** = adatto, idoneo, adeguato
- **shortened** = ridurre
- **short for** = diminutivo
- **purpose** = scopo
- **deals** = trattare
- **broad topic** = tema ampio
- **customers** = clienti
- **helpdesk** = servizio assistenza clienti
- **certainly** = certamente
- **most of all** = più di tutto, soprattutto
- **get the job done** = finire il lavoro
- **self-improvement** = automiglioramento
- **wishes** = desideri
- **within** = all'interno di
- **relates to** = mettere in relazione
- **behaviours** = comportamenti
- **salespeople** = venditori