



# Job Interviews

Business > Intermediate 6



## Exercise 1 – Reading

*Read the dialogue aloud with your tutor and check your understanding.*

**James:** Good afternoon. My name is James Johnson.

**Mr. Smith:** James, nice to have you here. I'm Mr. Smith. Please, make yourself comfortable. If you're ready, we can start with the interview. So, why do you want to work for this company?

**James:** I know that your company is currently working on expanding its international market which is in line with my qualifications. Also, I find your latest campaign very interesting. Those would be the main reasons I would like to join you.

**Mr. Smith:** Why should we hire you?

**James:** I believe that my 10-year experience in international sales can make me a valuable asset to your company.



**Mr. Smith:** Very well. Now, what would you say are your main strengths?

**James:** I've always been a great team player. I'm also highly motivated and communicative.

**Mr. Smith:** And what about your weaknesses?

**James:** Well, sometimes I spend a bit too much time checking my own work. I like to make sure that everything is perfect.

**Mr. Smith:** Okay, James. Thank you very much for your time. We will call you in a few days.

**James:** Thank you, as well. Looking forward to your call!



### **Check your understanding:**

1. Why is James interested in working for the company?
2. Why does he think he is the right person for the job?
3. What does he say about his strengths and weaknesses?



## Exercise 2 – Learning

### How to Prepare for a Job Interview

**Research the company:** When preparing for an interview, always take time to research the company you are applying for. Find out about the company's history, their culture, main goals and values.

**Be prepared:** Think about the most common interview questions and how you could answer them. Practice answering the questions. Think of the specific examples you could use to highlight your skills.

**Act confident:** Be polite, formal, keep eye contact and believe in yourself. Be ready to talk about your best qualities and how you could contribute to the company. Don't be shy to talk about what you have accomplished in your career. Also, don't be afraid to mention a few weaknesses.

**Show that you are motivated:** Make sure you know why you are applying for that specific company. No company wants an employee who can work anywhere.



## **Useful Expressions**

- Let me introduce myself.
- The reason why I chose this company is...
- I am applying for the manager's position.
- My main strengths are...
- I believe my strongest trait is...
- I am convinced that...
- I believe that my experience in the field can make me a valuable asset to your company.



## Exercise 3 – Role Play

*Take turns with your tutor and act out the scene described below.*

**Scene:** You are attending a job interview, the position that you're applying for is “sales manager”. Convince your future boss, Mr. Grey, to hire you and answer his questions. The teacher can be Mr. Grey.



## Exercise 4 – Discussion

*Discuss the following questions with your tutor.*

1. How do you feel when you talk about your own accomplishments?
2. Do you remember your first job interview? How was it?
3. What kind of questions do you hate being asked in a job interview?