

Video 1 Worksheet: Interview Skills

Before you watch

A Work in pairs. Discuss the things in the list and decide if they are examples of good or bad interviewing skills.

	Good	Bad
1 Research the company and role		
2 Think for a long time before you answer questions		
3 Speak clearly		
4 Don't make eye contact		
5 Give very concise answers – the shorter the better		

While you watch

B ► Watch the interview. Choose the correct options to complete the statements.

- Mateo has had **two** / **three** previous jobs.
- In his current role, Mateo is a food marketing **manager** / **assistant**.
- The interviewer is looking for someone who can work well in a team and work **independently** / **abroad**.

C ► Watch the interview. Work in groups. Discuss the question.

Mateo has not managed to sell himself in the interview. What did he do badly?

D ► Watch the life coach's feedback on Mateo's interview. Complete the text with the words from the box.

anxious attractive hesitant negative under-prepared valuable

To my mind, Mateo appeared to be (1) _____ and, as a result, came across as (2) _____ and (3) _____ throughout. He was also a bit (4) _____ about his work experience, and his answers were lacking the (5) _____ detail that could mark him out as a more (6) _____ candidate.

E Make a list of interviewing skills that Mateo could use in order to sell himself more successfully.



F ► Watch the interview replay. Match the interviewer's questions (1–4) to the phrases from Mateo's answers (a–d).

- | | | |
|---|---|--------------------------|
| 1 | Can we start with your previous work experience? | <input type="checkbox"/> |
| 2 | What specifically have you learnt in your current role? | <input type="checkbox"/> |
| 3 | And have you found these new skills useful? | <input type="checkbox"/> |
| 4 | And what attracted you to our company specifically? | <input type="checkbox"/> |
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- a) I've actually suggested ways in which my role could be streamlined
 b) I started as a temporary office administrator
 c) I believe that new product sourcing is the next level for me
 d) I think one of my main strengths is working well as part of a team

G ► Watch the interview replay again. Which of the interviewing skills from your list in Exercise E did Mateo use?

Next, watch the life coach's feedback. Compare her checklist of Mateo's interviewing skills with your own.

After you watch

H Work in pairs to do the roleplay below. Then change roles.

Student A

You are the interviewer.

- You work for a large travel agency, and you are looking for a location researcher – someone who can travel to new holiday destinations and research hotels, restaurants and other potential places of interest for tourists.
- Decide what kind of personal qualities / soft skills the position requires (e.g. patience, problem-solving skills, ability to adapt to unusual situations), as well as any specific hard skills that the candidate should have (e.g. familiarity with the latest communication technology, working knowledge of foreign languages).
- Use the questions from the interview (in Exercise F), as well as your own ideas, to interview the candidate for the position.

Student B

You are the candidate.

- You have applied for the position of location researcher at a large travel agency – someone who can travel to new holiday destinations and research hotels, restaurants and other potential places of interest for tourists.
- In your current role, you work as a tour guide. Before that, you were a hotel concierge. You have also written articles about your hometown for a travel magazine.
- Think about how your previous experience prepares you for this position.
- Make some notes about any relevant hard skills (e.g. foreign languages, organisational skills) as well as any soft skills that might be useful (e.g. problem-solving skills, social skills, etc.).
- Look back at the list of interviewing skills and use as many of these as possible, together with your own ideas, to help you in your interview.



REFLECT ... How can the skills highlighted by the life coach in the video help you to successfully 'sell yourself' in a job interview? In what other situations could you use the same skills?