

# Preparing for a job interview

COMMUNICATION

LEVEL

Upper-intermediate

NUMBER

EN\_BE\_3A06X

LANGUAGE

English

lingoda






## Goals

- Can understand strategies to prepare for a successful job interview
- Can use typical phrases to answer common interview questions





**Job interviews** can be stressful and nerve-racking. Yet they do not need to be scary if we take the **right approach**.

It is important to be **well organised** to maximise your chances of **landing the job**.

Let's learn how to prepare ourselves to make a **great first impression** and get our **dream job**.



## Warm-up

**What is your  
dream job?**





# Interviews

What do you know already  
about job interviews?

How can you prepare for one?





## Knowing what an employer is looking for

- When preparing for an interview, it's important to read the job advert carefully to understand exactly what the company is looking for.
- This will help you to **emphasise** particular points in the interview.



**Critically analysing** a job advert can help you to **carefully consider** what answers you should give in a job interview.



## Picture activity

**Study the roles and positions.**

**What skills do you think are most important for these roles?**

**Which of these jobs would you like best?**



**tour guide**



**programmer**



**entrepreneur**



**musician**



## Are you suitable for this role?

**Pick one of the roles from the previous page.  
Make some notes about why you would be suitable for this role  
and how your skillset matches the skills required for the job.**







## Common interview questions

**What are some of the  
most common  
interview questions?**

**Write a list.**





## Common interview questions

- Every interview is different, but there are some questions which are more common than others.
- Knowing them, and how to respond to them, in advance will give you an advantage.

- Can you tell me a little bit about yourself?
- How did you hear about the position?
- Why do you want this job?
- Why should we hire you?
- What are your greatest professional strengths?
- What do you consider to be your weaknesses?
- Do you have any questions for us?



## Common interview questions

■ Below are some more common interview questions.

- What is your greatest professional achievement?
- Tell me about a time you faced a professional challenge and how you dealt with it.
- Where do you see yourself in five years?
- What is your dream job?
- Why are you leaving your current job?
- What are you looking for in a new position?
- Tell me about a time you demonstrated leadership skills.



## Role play

**Answer the interview questions below with your teacher.**



**1** What are your greatest professional strengths?

**2** What do you consider to be your weaknesses?

**3** Tell me about a time you faced a professional challenge and how you dealt with it.



## Discuss the job adverts

Read the job adverts on the next two pages.

Discuss each of them with your teacher, explaining **what each employer is looking for** and **what sort of questions might be asked** in the interview.



## Discuss the job adverts



The Financial Reporting Company is hiring freelance writers to research and write economic updates and articles for our website.

Fluency in English and strong reading and writing skills are required. Experience in economics, banking or financial journalism is helpful. Foreign language skills in French and Dutch are a plus. Pay per article is £50.



## Discuss the job adverts

TeachCo are looking for energetic and highly motivated individuals to work on our school curriculum.

Communication, planning, organisation and time management skills are all essential, as well as the ability to work to specific deadlines.





## Narrative

- Preparing a **personal narrative** which fits with you and your career path can make a **strong impact** in an interview.
- If you can **justify** why a position fits so well into your personal story, **prospective employers** are more likely to imagine having you as a member of their team.



How you present yourself is important.





What's your story?



What is your **career story**?

Explain it to your teacher.

## preparing your own questions

It is important to not seem too **passive** while being interviewed. In order to show **initiative**, it is useful to prepare questions to ask during the interview. Asking **relevant** questions will demonstrate your **interest, engagement** and **commitment**.

**Listen actively** during the interview. You may notice a good opportunity to ask a question you have prepared, showing **initiative** and **confidence** and making a **good first impression**.



**Listening** is just as important as **answering** when it comes to an interview.

## industry

The **industry** you are in, or type of company you are applying for, will also affect the interview. Some industries, such as finance, law or management, may require more **formality** in attire and speech. Other industries, such as entertainment, service roles or startups, may take a more **casual** approach.

Remember though: every firm is different.

You can generally learn more about how much **formality** matters to a company by doing some **research**. Websites, social media and a company's general image can all provide useful **clues** as to what a company **values**.



A company's website or social media profile can reveal the **level of formality** expected in an interview.



## What questions would you ask?

**Come up with some questions that an applicant could ask if they were being interviewed for the positions below.**

**The questions should express interest in and enthusiasm for the roles and industries.**

journalist at a  
local newspaper



chef at an Italian  
restaurant



developer at a  
tech startup



teacher at an  
international  
school





## What to bring

- It can also be useful to know what to physically bring to an interview.
- Usually, you just need to bring yourself and a copy of your **credentials**.



Always check **which documents you need** to bring with you to an interview.



## Get directions

- Having the right directions and ensuring you have enough time to arrive can have a big **impact** on your interview.
- Not only will you avoid being late, but you will also arrive relaxed and **composed** and ready for a successful interview.



Giving yourself extra time for your journey will ensure you avoid losing your **composure**.



## Discuss with the teacher

**Discuss the importance of each of the steps below.  
All of them are critical for a successful interview.**



know which  
skills to  
emphasise

know which  
questions are  
likely to come  
up

have some of  
your own  
questions ready  
to ask in the  
interview

research the  
company  
thoroughly

know how you  
will travel to the  
interview

do a mock  
interview



## Mock interview

**Imagine you are interviewing either for your current job or for your dream job.**

**Spend five minutes preparing short responses to the questions below.  
Your teacher will then ask you the questions.**

Where do you see yourself in five years?

Why should I hire you?

Tell me about a time you showed leadership.

What is your greatest professional achievement?

Do you have any questions for me?

What are you looking for in a new position?

What is your dream job?

Why are you leaving your current job?

Why do you want this job?

What are your greatest professional strengths?

Can you tell me a little bit about yourself?

How did you hear about the position?





## Assess your response

Identify three things that you did well over the course of the interview.

Discuss with your teacher.



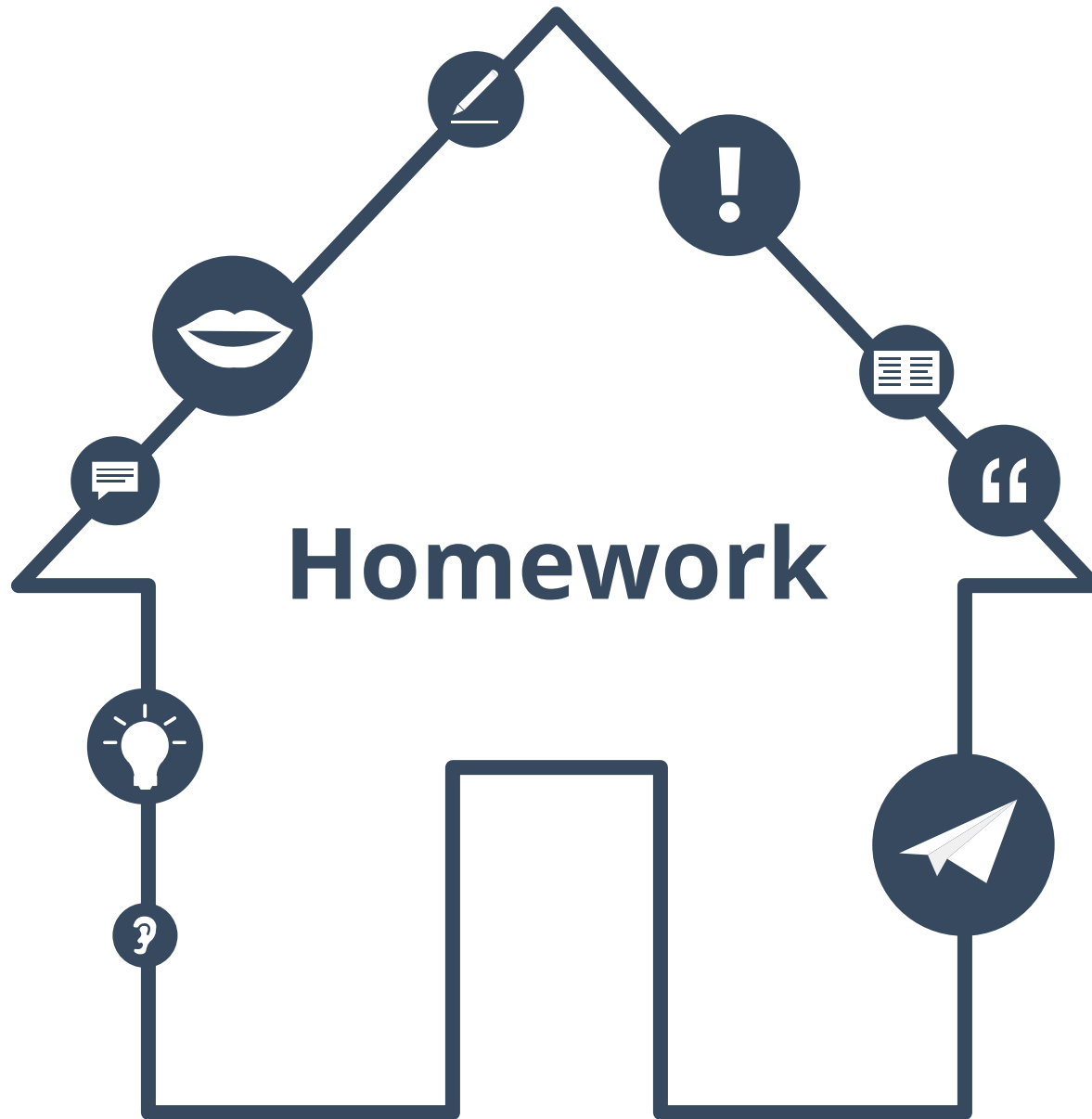


## Reflect on the lesson

Take a moment to review any new **vocabulary, phrases, language structures** or **grammar points** you have come across for the first time in this lesson.

Review them with your teacher one more time to make sure you don't forget!



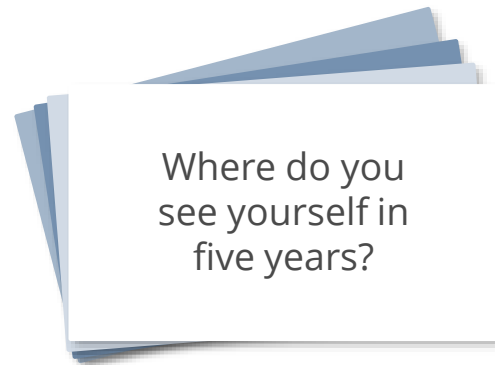
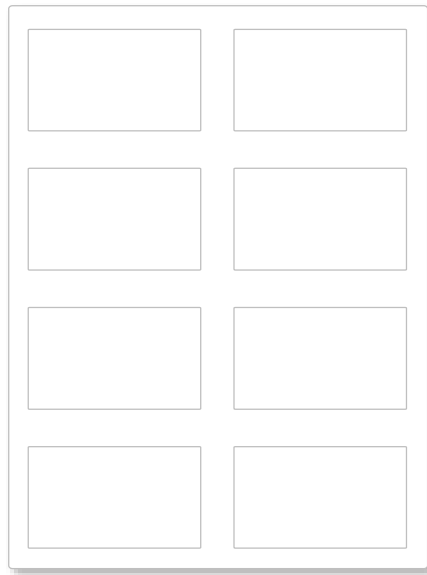




## Create flash cards

**Write down the most common interview questions onto some flashcards.**

**Use them in the future when preparing for interviews in English.**





## Prepare for interview questions

Write a short response to three of the questions that appear on the flash cards you made for the previous activity.

In your response, emphasise how you are the ideal candidate for the position.





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