

# UNIT 7-SOCIOLOGY

## READING II- 21st Century Job Interviews



### PREVIEW THE READING

#### A. Quick Discussion

**Discuss these questions with your classmates.**

1. What are the best ways to make a good impression on others?
2. Can you make a good first impression the same way in every situation (at a job interview, talking to a customer, meeting a new classmate, etc.)? Why or why not?
3. What advice would you give to someone on a job interview? What should he or she do and not do?

**B. Vocabulary** Complete each sentence with the vocabulary from Reading 2.

<i>accomplishment (n.)</i>	<i>professional (adj.)</i>	<i>responsible (adj)</i>	<i>slang (n)</i>	<i>weakness (n.)</i>
<i>punctual (adj.)</i>	<i>research (n.)</i>	<i>authentic(adj.)</i>	<i>consider (v.)</i>	<i>expect (v.)</i>

1. The job interviewer didn't think that Scott was very \_\_\_\_\_. He didn't keep eye contact, and his answers didn't seem natural or honest.
2. My boss is a great person, but he has one \_\_\_\_\_. He almost never smiles, even when things are going well!
3. You are not allowed to use your cell phone in some restaurants because many people \_\_\_\_\_ it rude.
4. Alain is always \_\_\_\_\_. He's never late for anything.
5. Many teenagers use so much \_\_\_\_\_ when they talk to each other that their own parents can't understand them.
6. Takeshi is very \_\_\_\_\_. He always pays his bills on time.
7. You were late for work again today. I \_\_\_\_\_ you to arrive on time tomorrow.
8. A friend told me about a good company, so I did some \_\_\_\_\_ online. I learned that it was one of the top companies to work for here.
9. When you speak to customers, you should always be \_\_\_\_\_. You should be polite and try to help them as quickly as you can.
10. Getting a job as an accountant has been my greatest professional \_\_\_\_\_. It's something I have dreamed about for years.

## 21st CENTURY JOB INTERVIEWS

Rose Dubois is a career counsellor in Paris, France. She has spent the last 20 years helping people prepare for the job of their dreams. Dubois notes that job interviewing in the 21st century is a very different game than it was before. It's not about the perfect résumé anymore. With so much information on the Internet, people have to be even more prepared and more careful if they expect to get the perfect job.

CareersToday.com sat down with Dubois in a little cafe in the south of Paris, and here's what she had to say.

**CareersToday:** So, why is job interviewing so different in the 21st century?

**Dubois:** Well, a lot of it has to do with social media. Over 90 percent of interviewers look at people's social media pages. And they don't just look at **professional** sites like LinkedIn. They also go to their personal pages on Facebook and read their tweets on Twitter.

**CareersToday:** And do you **consider** social media a bad thing?

**Dubois:** Well, it just means that you have to be careful about what you put on there. For one, use your real name. Don't use a nickname or another funny name that your friends have given you. Employers want to know it's you. Also, make sure you use the same profile picture everywhere. Employers need to know it's the same person.

**CareersToday:** Are there any other ways job interviews have changed because of the Internet?

**Dubois:** Oh, definitely. The most successful candidates do research online before the interview. They visit the company's website to find out more about the company. For example, what's the name of the president or CEO? What's the company's history? What are its goals for the future? If you know the answers to these questions, they'll know you're taking the position seriously, and you'll be more successful.

**CareersToday:** Those are all great points. However, isn't it also true that a lot of interviews aren't even in person anymore?

**Dubois:** Yes, absolutely. To save money, more and more employers are asking people for video interviews. So, they'll email you a list of questions, and then you have to record your answers on camera and send the video back to them. Unfortunately, not everyone is a YouTube star, so there are certain tips to keep in mind.

**Careers Today:** Great. What are those tips?

**Dubois:** Well, first off, dress professionally. Wearing business clothes, like a nice suit, is a great way to impress. Don't just wear a T-shirt and jeans! And two, watch how you talk. If you talk too fast, they won't understand you. If you're too slow, they'll get bored. You should also avoid using any **slang** or bad words. They won't impress anybody!

**Careers Today:** And how can people prepare to make the video?

**Dubois:** Practice, practice, practice. Practice your answers off camera lots of times before you put them on camera. You can write them down so you know what to say, but don't read them when you make the

video. You want to look as natural as possible, and if you read them, it won't look **authentic**. And when you do record the video, make sure there's enough light. It makes a bad impression when the interviewer can't even see your face.

**Careers Today:** Well, a lot really has changed in the 21<sup>st</sup> century. Is there anything that hasn't changed? That's still the same?

**Dubois:** Oh, sure. During the interview, don't be afraid to sell yourself. Talk about your accomplishments. Employers still want people who are confident in their abilities. But also, be honest about your **weaknesses**. If you are doing a video recording, don't look down or look away a lot. You want to appear focused and present. And if the interview is in person, make sure to keep eye contact the whole time. Keeping eye contact always shows that you are both honest and confident.

**Careers Today:** Great. Any last advice?

**Dubois:** Yes, two things. First, be **punctual**. Don't miss the deadline for your video interview, and arrive late to in-person<sup>1</sup> interviews. No employer wants to hire someone who is not **responsible** enough to come to work on time. Get there 10-15 minutes early to help yourself relax. **Careers Today:** And the second one?

**Dubois:** Don't forget to smile!

## WORK WITH THE READING

**A. Identify** Complete the T-chart with information from the article.

<u>Job interviewing <i>dos</i></u>	<u>Job interviewing <i>don'ts</i></u>

**B. Categorize** Read the statements. Write T (true) or F (false). Then correct each false statement to make it true according to the article.

- \_\_\_\_\_ 1. Learn as much as you can about the company before the interview.
- \_\_\_\_\_ 2. Most companies expect you to wear casual clothes in a video interview.
- \_\_\_\_\_ 3. Arrive 30-40 minutes early so you can start the interview early.

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<sup>1</sup> **In person:** with the personal presence or action of the person mentioned

- \_\_\_\_\_ 4. Keeping eye contact shows that you are confident.
- \_\_\_\_\_ 5. It's OK if your name on social media is different from your real name.
- \_\_\_\_\_ 6. Be honest when talking about your weaknesses.
- \_\_\_\_\_ 7. It's better to talk very slowly during a job interview.

**C. Investigate** Match these main ideas from the reading with the correct supporting details below.  
Then read the article again to check your answers.

- |                                       |   |
|---------------------------------------|---|
| _____ 1. <i>Be careful online.</i>    | _____ 5. <i>Be prepared for a video-recorded interview.</i> |
| _____ 2. <i>Do research online.</i>   | _____ 6. <i>Sell yourself.</i>                              |
| _____ 3. <i>Dress professionally.</i> | _____ 7. <i>Keep eye contact.</i>                           |
| _____ 4. <i>Watch how you talk.</i>   | _____ 8. <i>Be punctual.</i>                                |

- a.** Practice your answers off camera before you make the recording.
- b.** Show the interviewer that you are honest and confident.
- c.** Find out about the company's history, culture, and goals on its website.
- d.** Use the same profile picture on Facebook, LinkedIn, and other social media websites.
- e.** Wearing business clothes, like a nice suit, is a great way to impress.
- f.** Remember not to use any slang or bad words.
- g.** Don't be afraid to talk about your accomplishments.
- h.** No employer wants to hire someone who is not responsible enough to come to work on time.

## VOCABULARY SKILL Using the dictionary to identify word forms

Learning word forms increases your vocabulary. It will help make your reading, speaking, and writing more fluent.

### VOCABULARY TIP

Many words have the same noun and verb form. For example, **tie** can be a noun or a verb.

**A. IDENTIFY** Complete the chart. An X indicates that a word form doesn't exist or you don't need to know it at this time. Use your dictionary to help you.

Noun	Verb	Adjective	Adverb
1. accomplishment	accomplish	accomplished	X
2. confidence	X		
3.		considerable	considerably
4.	demonstrate		X
5.	impress		
6.	offend		
7.	X	responsible	
8.	select		

**B. APPLY** Complete each sentence with a word from the chart in Activity A.

1. My biggest accomplishment in life so far has been my graduation from high school.
2. Appearance is an important \_\_\_\_\_ if you want to make a good impression. Think carefully about how you will look to others.
3. When you speak in public, you need to show \_\_\_\_\_. Even if you are nervous, you should look as if you are not.
4. Keeping eye contact will \_\_\_\_\_ to others that you are interested in what they are saying.
5. The person who applied for the job had a / an \_\_\_\_\_ work history. The manager was surprised at the high-level positions she had held.
6. Don't tell jokes when you meet people for the first time because you might \_\_\_\_\_ them and make them angry or upset.

### WRITING TASK 7: Choose one of the topics below and write a well- organized essay.

1. AI automation is replacing human jobs in several sectors. How can people overcome this problem?
2. Public speaking is a skill that can be learned. Do you agree or disagree?