Job interviews

B1 · English · Adults · Lesson Plan

1. Warm-up: Your Job Interview Experiences

Work with a partner or in a small group. Read the questions and talk about your own experiences with job interviews. Use the useful phrases to help you, and try to use the present perfect and the past simple correctly.

Your Job Interview Experiences

a) Have you ever had a job interview? How many interviews have you had in your life?

b) Think about your last job interview. When was it, and what job did you apply for? What happened?

c) What questions did the interviewer ask you? Which question was the most difficult to answer?

d) How do you prepare for a job interview? Do you update your CV or practise talking about your strengths and weaknesses?

e) In your opinion, what makes a candidate successful? Is it more important to have good qualifications or a lot of experience?

Useful Phrases

- I have had ... job interviews so far.
- I have never had a job interview, but I would like to ...
- Last year / In 2022, I applied for a job as ...
- I was shortlisted for the job, but I didn't get it.
- The interviewer asked me about my strengths and weaknesses.
- Before the interview, I updated my CV and read about the company.
- I think a good candidate should be a team player.
- I was really nervous because ...
- They asked me about my salary expectations.

2. Job Interview Key Words

Read the words about job interviews. Match each word to the correct definition. The example sentences come from Daniel's interview at Greenline Travel.

Words	Definitions
1. candidate	**a)** the money that you get every year for doing your job (Example: The ___ for the team leader job at Greenline Travel is £32,000 a year.)
2. interviewer	
3. qualifications	

4. salary

5. team player

6. be shortlisted

b) a person who works well with other people in a group and helps them (Example: Sarah asks Daniel, 'Are you a good ___?')

c) to be chosen from a big group of people for the small final group that is invited to an interview (Example: Daniel applied in March, and he was happy to ___ with four other people.)

d) the person who asks the questions at a job interview (Example: Sarah Collins, the HR manager, is Daniel's ___.)

e) the degrees, exams or courses that you have passed, which show you can do a job (Example: Daniel's business degree from the University of Leeds is one of his ___.)

f) a person who is trying to get a job, for example by having an interview (Example: Daniel is a ___ for the team leader job at Greenline Travel.)

3. Daniel's Interview at Greenline Travel

Read the interview between Sarah Collins and Daniel Moreno. Then answer the questions in full sentences.

It is Monday, 10 a.m., at Greenline Travel in Manchester. Sarah Collins, the HR manager, is interviewing Daniel Moreno for the job of customer service team leader.

Sarah: Good morning, Daniel. Thank you for coming. I've been the HR manager here for six years, and I've read a lot of CVs. Yours was very interesting. Can you tell me about your qualifications?

Daniel: Of course. I studied business at the University of Leeds, and I graduated in 2019.

Sarah: And what about your work experience?

Daniel: I have worked as a customer service assistant at Brightway Mobile since 2021. I've learned a lot about helping customers there.

Sarah: When did you apply for this job?

Daniel: I applied in March. I was really happy when I heard that I was shortlisted.

> Sarah: Yes, we shortlisted you and four other candidates. So, what are your strengths?
>
> Daniel: I'm a team player. I listen carefully to customers, and I stay calm when there is a problem.
>
> Sarah: That's important for a team leader. Do you have any questions for me?
>
> Daniel: Yes. What is the salary for the job?
>
> Sarah: The salary is £32,000 a year.

a) What did Daniel study, where did he study, and when did he graduate?

b) What is Daniel's job at Brightway Mobile, and since when has he worked there?

c) When did Daniel apply for the job, and how many other candidates were shortlisted with him?

d) What strengths does Daniel talk about?

e) What is the salary for the team leader job?

4. Talking About Your Experience: Present Perfect or Past Simple?

Read the sentences from Daniel's job interview. Choose the correct verb form from the word bank to fill each gap. Look at the time words (since, for, ever, in 2019, in March, ago) to help you. You will not use every word.

has worked **worked** **graduated** **has graduated** **has been** **was** **applied**

has applied **been** **left** **has left**

a) Daniel _____ as a customer service assistant at Brightway Mobile since 2021.

b) He studied business and _____ from the University of Leeds in 2019.

c) Sarah Collins _____ the HR manager at Greenline Travel for six years.

d) Daniel _____ for the team leader job at Greenline Travel in March.

e) "Have you ever _____ a team leader before?" the interviewer asked.

f) Another candidate _____ her last job two months ago.

5. Answering the Interviewer's Questions

Read the job interview between Sarah Collins (HR manager) and Daniel (the candidate). Write Daniel's missing answers. Use the present perfect (I have worked...) or the past simple (I finished...) correctly.

At a job interview at Greenline Travel in Manchester

Sarah Collins: Good morning, Daniel. Thank you for coming. So, how long have you worked at Brightway Mobile?

Daniel: _____

Sarah Collins: I see. And when did you finish university?

Daniel: _____

Sarah Collins: Good. Can you tell me about your strengths and weaknesses?

Daniel: _____

Sarah Collins: Are you a team player? And why did you apply for this job?

Daniel: _____

6. Mock Job Interview

Work in pairs. Student A reads Card A and Student B reads Card B. Act out a job interview for about 5 minutes. Then swap roles. Try to use all the key words from the lesson and the useful phrases.

A company is looking for a new employee. Student B has applied for a job of their choice and has been shortlisted. Now they are at the company office for a face-to-face interview with the HR manager, who will decide if they are the right person for the job.

Student A

You are the interviewer, an HR manager at the company.

Goal: Find out if the candidate has the right experience, qualifications and personality for the job. At the end, decide if you will offer them the job and explain why.

- Welcome the candidate. Ask which job they have applied for and why they want it.
- Ask about experience and qualifications: 'How long have you worked in this area?' 'Where did you work before?' 'What qualifications have you got? When did you get them?'
- Ask about strengths and weaknesses: 'What are your main strengths?' 'Are you a team player? Give me an example.' 'What is your biggest weakness? Have you ever missed a deadline?'
- Ask about salary and finish: 'What are your salary expectations?' Then thank the candidate and say when you will contact them.

Student B

You are the candidate for a job of your choice (for example, shop manager, nurse, IT assistant or sales assistant).

Goal: Show the interviewer that you are the best person for the job. Talk clearly about your past and present work, and agree on a salary that is fair for you.

- Say which job you have applied for and why. Mention that you sent your CV and were shortlisted.
- Talk about your experience with the present perfect for things up to now (I have worked as… for three years / I have managed a team of…) and the past simple for finished times (In 2022 I worked at… / Last year I trained…).
- Describe your qualifications (I studied… / I graduated in…), two strengths with a real example, and one weakness and what you are doing about it.
- Give your salary expectations politely, then ask the interviewer one question about the job.

Useful phrases

- I have worked as a … since … / for … years.
- One of my main strengths is … For example, last year I …
- My salary expectations are around … a year. Is that possible?
- In 2022 I worked at … where I was responsible for …
- I'm a team player. I have often helped my colleagues to meet a deadline.