Job interviews

B1 · Angielski · Dorośli · Konspekt

1. Warm-up: Your Job Interview Experiences

Work with a partner. Take turns asking and answering the questions about your own job interview experiences. Try to use the useful phrases and the key words: candidate, interviewer, CV, apply for, hire.

Your job interview experiences

a) Have you ever had a job interview? What job did you apply for, and when was it?

b) How did you feel before and during the interview? Were you nervous or relaxed?

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

d) How did you prepare your CV and get ready for the interview?

e) Did the company hire you? If not, what did you learn from the experience?

Useful Phrases

- I've had... job interviews in my life.
- I've never had a job interview, but I'd like to...
- Last year I applied for a job as...
- I sent my CV to the company in...
- I felt nervous / confident / relaxed because...
- The interviewer asked me about my experience / skills / strengths.
- The hardest question was...
- In the end, they hired me / they didn't hire me.
- What about you? Have you ever...?

2. Job Interview Vocabulary: Match the Words

Read the job interview words and the definitions. Match each word to its correct definition.

Words	Definitions
1. candidate	**a)** the money that you get for your job, usually paid every month
2. interviewer	**b)** to give someone a job in your company
3. CV	**c)** areas where you are not very good and need to improve
4. experience	
5. skills	

6. qualifications

7. strengths

8. weaknesses

9. salary

10. reference

11. apply for

12. hire

d) a person who is trying to get a job, for example by going to an interview

e) a letter or statement from a past employer about your work and your character

f) things that you can do well because you have learned and practised them

g) a document that lists your education, work history and abilities

h) to formally ask for a job, usually by sending a form or a letter

i) the person who asks the questions in a job interview

j) the good qualities that help you do something well

k) the knowledge and skill that you get from doing a job for some time

l) exams you have passed or courses you have completed, such as a degree or certificate

3. Laura's Interview at GreenLeaf Travel

Read the interview between Laura Mendes and James Carter. Then answer the questions with short answers.

> It is Monday 15th May, 10 a.m. Laura Mendes is at the office of GreenLeaf Travel in Manchester. She applied for the customer service team leader job on 3rd May, and today she has her interview.
>
> James: Good morning, Laura. I'm James Carter. I've been the HR manager here for six years. Thank you for coming in.
> Laura: Thank you for inviting me.
> James: So, tell me about your experience.
> Laura: I have worked as a customer service assistant at Skyline Hotels since 2021. Before that, I worked at a bookshop in Leeds for two years, from 2019 to 2021.
> James: What skills have you learned in customer service?
> Laura: I've learned to listen carefully and solve problems quickly. I've also learned to stay calm when customers are unhappy.
> James: What are your strengths and weaknesses?
> Laura: My biggest strength is communication. One weakness is that I sometimes try to do everything myself, but I'm learning to share work with others.

James: Your qualifications on your CV look good. Do you have any questions for me?
Laura: Yes. When does the job start? And can we talk about the salary?
James: The job starts in July. We'll discuss the salary if we offer you the job. Can you send us a reference?
Laura: Of course. I'll send it today.

a) When did Laura apply for the team leader job?

b) How long has Laura worked at Skyline Hotels?

c) Where did Laura work before Skyline Hotels, and for how long?

d) How long has James Carter been the HR manager at GreenLeaf Travel?

e) When does the team leader job start?

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

Read Laura's answers from her job interview. Choose the correct verb form from the word bank to complete each sentence. Look at the time words (since, for, in 2019, ago) to help you. You will not use all the words.

have worked **worked** **started** **have started** **applied** **have applied** **have been** **was**

a) I _____ as a customer service assistant at Skyline Hotels since 2021.

b) Before that, I _____ at a bookshop in Leeds for two years.

c) In 2019, I _____ working at the bookshop in Leeds.

d) My time at the bookshop _____ a great experience for me.

e) I _____ for this team leader job at GreenLeaf Travel on 3rd May, twelve days ago.

f) Mr Carter, you _____ the HR manager at GreenLeaf Travel for six years, so you know the company very w

5. Complete the Interview: James and Laura

Read the job interview between James Carter and Laura Mendes. Write Laura's missing answers. Use the present perfect for her experience up to now and the past simple for her finished job at the bookshop in Leeds.

A job interview at GreenLeaf Travel in Manchester on Monday 15th May at 10 a.m. James Carter, the HR manager, is interviewing Laura Mendes for the customer service team leader job.

James: Good morning, Laura. Thank you for coming. How long have you worked at Skyline Hotels?

Laura: _____

James: And before that, you worked at a bookshop in Leeds. How long did you work there, and why did you leave?

Laura: _____

James: I see. Have you ever managed a team?

Laura: _____

James: What are your main strengths and weaknesses?

Laura: _____

6. Mock Job Interview Role-play

Work in pairs. Student A is the interviewer and Student B is the candidate. Read your card and do the interview for about 4 minutes. Candidates can use their own CV and real experience. Use the present perfect (I've worked..., I've never...) and the past simple (I studied..., I left in...). At the end, Student A tells the class: would you hire this candidate, and why?

GreenLeaf Travel in Manchester is hiring a new customer service team leader. The job starts in July. Several candidates have applied for the job, and today the company is interviewing another candidate in a meeting room at the office.

Student A

An interviewer from GreenLeaf Travel

Goal: Find out if the candidate has the right experience, skills and qualifications for the team leader job. At the end, decide if you would hire this person and explain why.

- Ask about work experience: How long have you worked in your current job? Where did you work before that, and when did you leave?
- Ask about skills and qualifications: What did you study? Have you ever managed a team or trained new staff?
- Ask about strengths and weaknesses: What is your biggest strength? What is one weakness, and what are you doing about it?
- Ask about salary and references: What salary are you looking for? Who can give you a reference? Then give feedback: Would you hire this candidate? Why or why not?

Student B

A candidate applying for the team leader job (use your own CV and experience)

Goal: Show the interviewer that you are the best person for the job. Talk clearly about your experience, using the present perfect and the past simple.

- Describe your experience: say what you have done in your current or most recent job (I've worked as... since...) and what you did before (I worked at... for... years. I left in...).
- Talk about your skills and qualifications: I studied... at... I've never... but I've...
- Give one strength with an example, and one weakness. Explain how you are improving it.
- Say what salary you expect, give the name of a reference (e.g. a past manager), and ask the interviewer one question about the job.

Useful phrases

- I've worked in customer service since... / for... years.
- I studied... and I've completed a course in...
- I would hire this candidate because she/he has... / I wouldn't hire him/her because...
- Before that, I worked at... I left in... because...
- One of my strengths is... One of my weaknesses is..., but I'm working on it.