



JOB INTERVIEW

Discussion

Basic questions

1 Have you ever attended a job interview in English? If yes, was it a success?

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4 What do you do to prepare for a job interview?

**I usually....to prepare for a job interview.*

5 What are some mistakes that people often make in a job interview? Have you ever made those mistakes?

**Some mistakes people often make in a job interview are... Yes, I have. / No, I haven't.*

Extended questions

Imagine you applied for a position in a company (in your field), and now you're in an interview with the HR manager of the company. Answer the following questions:

1 Can you introduce yourself?

**Hi, I'm...please call me...for short.*

Why are you interested in working for the company?

**I'm interested working for the company because...*

3 What are your strengths?

**My strengths are...*

4 Why should we choose you?

**I think you should choose me because...*

5 What are your career goals?

**My career goals are...*

6 Where do you see yourself in 5 years?

**I see myself in....in 5 years.*

7 Do you have any questions for us?

**Yes, I have.. / No, I don't any questions.*



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[noun] things you have done (in a work situation) which have been very successful.

Ex. They were proud of their children's achievements.

3 Certificate /sə'tifikət/

[noun] A printed document with details of exams you have passed and/or your qualifications

Ex. Training course certificates can be collected during the evening.

4 Prospective employer /prə'spektiv im'plɔiər/

[noun] someone who you might work for at some point in the future

Ex. That man is my prospective employer.

5 Negotiate /ni'gouʃieit/

[verb] to try to reach an agreement by formal discussion

Ex. We have been negotiating for more pay.

6 Remuneration /ri,mju:nə'reɪfɪn/

(noun) an amount of money that is paid to somebody for the work they have done

Ex. Generous remuneration packages are often attached to overseas jobs.

Grammar



1 **To take over** : To assume the control, management of or the responsibility for

Ex. She took over the job after he left.

2 **To be in charge of sth** : Having control over or responsibility for

Ex. He's in charge of the recruiting processes.

3 **To be responsible for sb/sth/doing sth** : to have control and

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1 **I want to pursue a career in...** - this is how you explain that you simply want to start a career in a particular industry and that's why you're applying for this position.

Ex. Having worked 10 years in the retail industry, I made the decision to upskill and now that I have my certificate done, I want to pursue a career in accountancy.

2 **perform well under pressure** - is a phrase you can use to describe that you're an employee very well capable of working when there's a lot of pressure and you'll do your best to get things done.

Ex. I can perform well under pressure.

3 **Results driven / result-oriented** - means that the person is focused on the results of whatever they're doing; results imply you're good at meeting targets, too.

Ex. I am a result-oriented person.