

Interviewing for a Job

In this lesson, you will learn useful vocabulary and expressions that you can use in a job interview. The more you practice, the more comfortable you will feel on the big day! Interview skills will help you get a good job.



Pre-Reading

A. Warm-Up Questions

1. Do you feel comfortable answering questions in English?
2. What job skills do you have?
3. What are your best personality traits?

B. Vocabulary Preview

Match the words on the left with the correct meanings on the right.

- | | |
|---------------------------|--|
| ___ 1. personnel director | a) duties |
| ___ 2. hire | b) to manage, to be in charge of |
| ___ 3. resume | c) the usual pay for a certain job |
| ___ 4. qualifications | d) money paid for work |
| ___ 5. proficient | e) to get in touch with |
| ___ 6. position | f) to give a job to, to employ |
| ___ 7. responsibilities | g) open, ready to use, ready to do |
| ___ 8. supervise | h) skills, experience, education |
| ___ 9. salary | i) a person who can tell someone about you |
| ___ 10. benefits | j) a person in charge of hiring |
| ___ 11. contact | k) able to do something, skilled |
| ___ 12. going rate | l) a written summary of your skills, education, and experience |
| ___ 13. available | m) things you receive from an employer in addition to salary |
| ___ 14. reference | n) a job |

Dialogue Reading

Read the dialogue with your partner a few times. Take turns being each character. Practice your intonation and pronunciation. Circle any new words or phrases that you need to practice.

Interviewer: Hello, Mrs. Stevens. **My name is Jane Phillips. I'm the personnel director.**

Applicant: **I'm pleased to meet you.**

Interviewer: **Please have a seat.**

Applicant: Thank you.

Interviewer: **According to your resume, you have several years of office experience.**

Applicant: Yes. I've had over ten years' experience.

Interviewer: **Tell me about your qualifications.**

Applicant: **I can type over 100 words per minute. I'm proficient in many computer programs. I have excellent interpersonal skills,** I am well organized, and I'm a very fast learner.

Interviewer: I see that you have excellent references.
Do you have any questions about the position?

Applicant: Yes. **What are the responsibilities in this position?**

Interviewer: **We're looking for someone to supervise two office clerks,** handle all the correspondence, arrange meetings, and manage the front office. **Have you had any supervisory experience?**

Applicant: Yes. I supervised three administrators in my last position.
What are the office hours, Mrs. Phillips?

Interviewer: 8:30 to 4:30, with an hour off for lunch.
What are your salary expectations, Mrs. Stevens?

Applicant: **I expect to be paid the going rate for this type of position.**
Can you tell me about the benefits you offer?

Dialogue Reading cont.

Interviewer: Yes. **We provide full medical and dental coverage,** a pension plan, and a three-week holiday per year.

Applicant: **That's very generous. When is the position available?**

Interviewer: We're hoping the successful applicant can start at the beginning of next month. We'll finish our interviews tomorrow and make a decision by the weekend. **We'll contact you next week.**

Applicant: Thank you very much. **It's been a pleasure meeting you. I hope to hear from you soon.**

Interviewer: Thanks for coming in to see us, Mrs. Stevens.

Practice

Work with your partner. Role-play the dialogue on pages 2 and 3, substituting the different expressions below. Then switch roles.

1. **My name is Jane Phillips.**
 - I'm Jane Phillips.
2. **I'm the personnel director.**
 - I'm the manager of Human Resources.
 - I'm in charge of hiring.
3. **I'm pleased to meet you.**
 - I'm happy to meet you.
 - It's nice to meet you.
4. **Please have a seat.**
 - Please sit down.
5. **According to your resume, you have several years of office experience.**
 - Your resume tells us that you have several years of office experience.
6. **Tell me about your qualifications.**
 - What are your qualifications?
 - What qualifications do you have?
7. **I can type over 100 WPM.**
 - I'm able to type over 100 WPM.
8. **I'm proficient in many computer programs.**
 - I'm able to use many computer programs.
9. **I have excellent interpersonal skills...**
 - I get along very well with people...
10. **Do you have any questions about the position?**
 - Would you like to ask anything about the job?
11. **What are the responsibilities in this position?**
 - What are the duties?
12. **We're looking for someone to supervise two office clerks...**
 - We want someone who can manage two office clerks...
13. **Have you had any supervisory experience?**
 - Have you ever been a supervisor?
14. **What are your salary expectations, Mrs. Stevens?**
 - What salary do you expect?
15. **I expect to be paid the going rate for this type of position.**
 - I expect to get the usual salary for this type of work.
16. **Can you tell me about the benefits you offer?**
 - What benefits does the company give?
17. **We provide full medical and dental coverage...**
 - We give health and dental insurance...
18. **That's very generous.**
 - That's great.
19. **When is the position available?**
 - When does the job start?
20. **We'll contact you next week.**
 - We'll get in touch with you next week.
21. **It's been a pleasure meeting you.**
 - I've enjoyed meeting you.
22. **I hope to hear from you soon.**
 - I look forward to hearing from you soon.

Listening Practice

Two student volunteers will go to the front of the class and read the dialogue from pages 2 and 3. Fill in the missing words as you listen. Listen again with two new speakers. Now look back at pages 2 and 3, and check your work. Did you fill in the correct words? Did you spell everything correctly?

Interviewer: Hello, Mrs. Stevens. My name is Jane Phillips. I'm the _____ director.

Applicant: I'm pleased to meet you.

Interviewer: Please have a seat.

Applicant: Thank you.

Interviewer: According to your _____, you have several years of office experience.

Applicant: Yes. I've had over ten years' experience.

Interviewer: Tell me about your _____.

Applicant: I can type over 100 words per minute. I'm proficient in many computer programs. I have excellent interpersonal _____, I am well organized, and I'm a very fast learner.

Interviewer: I see that you have excellent _____.
Do you have any questions about the position?

Applicant: Yes. What are the responsibilities in this _____?

Interviewer: We're looking for someone to _____ two office clerks, handle all the correspondence, arrange meetings, and manage the front office. Have you had any supervisory _____?

Applicant: Yes. I supervised three administrators in my last position. What are the _____, Mrs. Phillips?

Interviewer: 8:30 to 4:30, with an hour off for lunch.
What are your _____, Mrs. Stevens?

Listening Practice cont.

Applicant: I expect to be paid the going rate for this type of position.
Can you tell me about the _____ you offer?

Interviewer: Yes. We provide full medical and dental _____ ,
a pension plan, and a three-week holiday per year.

Applicant: That's very generous. When is the position _____ ?

Interviewer: We're hoping the successful _____ can start at the beginning
of next month. We'll finish our interviews tomorrow and make a
decision by the weekend. We'll contact you next week.

Applicant: Thank you very much. _____ meeting you.
I hope to hear from you soon.

Interviewer: Thanks for coming in to see us, Mrs. Stevens.

Review

Task 1

LISTEN & ANSWER

Listen to the conversation and answer the questions.
Your teacher will tell you if you have to write or say the answers.

1. What type of experience does the applicant have?

2. What does the interviewer mean when she says, "I see you have excellent references"?

3. What type of supervisory experience does the applicant have?

4. Describe the health benefits that come with this position.

5. When does the position begin?

Task 2

THEIR QUESTIONS

Write down five questions that any interviewer is likely to ask any job applicant.

Task 3

MY QUESTIONS

Pretend you are the job applicant and your teacher is the interviewer. Ask five questions that an applicant might ask an interviewer.