



The job interview

A job interview is an essential part of your career. Therefore, it is very important to know what to say when you attend an interview.

First of all, you must pay attention to and keep in mind what the interviewer is saying. Remember that one of the main skills of a conversation is the art of listening.

Try to remain as calm and confident as possible. Focus on relevant information. Remember that a job interview covers a very short time span. For this reason, you should share any information relevant to your career or the job profile in general. Don't focus on unimportant details.

Make sure that you give the interviewer an idea that you are a team player. Another important aspect to put across is that of motivation and of future ambitions that you have.

Finally, remember that an interview is just the beginning of your career. There will be several steps along the way where anything that you say will be checked and cross-checked. Therefore, be completely honest about your answers.

Below are some useful expressions you can use during a job interview.

Introducing yourself

Good morning, my name is Mr/Ms... and I have an appointment with Mr/Ms...

Good morning, I'm here for a job interview. May I see Mr/Ms..., please?

Describing your past career and your current tasks

I've been working as... for... (name of the company) since...

My current tasks include...

I am also responsible for...

I've developed a knowledge of...

Underlining your personal skills

I work well under pressure.

I am trustworthy/reliable/responsible.

I am proactive and able to use initiative when solving problems.

I like working in a team. I can coordinate a group of people sharing tasks and responsibilities.

Here is an example of a job interview.

Brian Rogers is applying for a job position as an electrician. Here is his first job interview with Mr Johns, Head of Human Resources.



Mr Johns: Good morning, Mr Rogers. Brian Rogers, isn't it?

Brian: Good morning. Yes, that's right.

Mr Johns: Where do you live, Mr Rogers?

Brian: I live in London.

Mr Johns: Tell me about yourself, Mr Rogers. What are your qualifications?

Brian: I got my A levels at London Central College in 2013. Then from 2013 to 2016 I attended a course in Electrical Installation at the College of North East London.

Mr Johns: I see. What about your working experience?

Brian: I've been working as an electrician for Capel Electricity and Sons since 2016.

Mr Johns: What are your main activities and responsibilities?

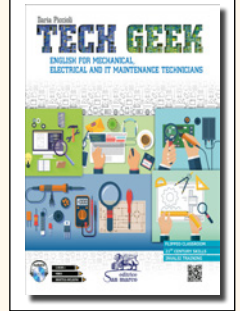
Brian: I install new electrical systems, fit alarm sounders, order and receive material for new projects, and since 2018 I've also been training new staff members.

Mr Johns: Why do you want to leave your current job?

Brian: Well, I'd like to join a larger company. It's a career move.

Mr Johns: What type of work environment do you like best?

Brian: I work well on my own, but I also like being part of a team when needed.



ACTIVITIES

1 You are being interviewed for a position as a computer technician. Here is a set of commonly asked interview questions. Match each question to the correct answer.

Questions

- 1 Tell me a bit about yourself.
- 2 What would you say are your main skills?
- 3 How do you keep up with changing technologies?
- 4 How do you most enjoy working – alone or in a group of people?
- 5 Which programming languages do you know at least reasonably well?
- 6 Do you have a basic knowledge of using databases?
- 7 Why do you wish to leave your current job?
- 8 What are you expecting from a new job?
- 9 What would you say is your main weakness?
- 10 How do you get along with your supervisors?

Answers

- A I get along very well with my boss.
- B I feel comfortable with working in both team situations and as an individual.
- C I hope to grow professionally, picking up new skills.
- D I have been working on software projects that use free databases such as Firebird and MySQL.
- E I'd say my main strengths are reliability and flexibility.
- F I always try to stay informed on improvements and important new developments in the field of technology. I read specialized magazines and blogs and visit trade fairs.
- G I'm a computer technician and I have been working for important companies in this field.
- H My career has been characterized by my ability to work well with diverse teams. I like new challenges as well.
- I I tend to get too involved in projects.
- J Java, Python, C++, and AutoCAD.

2 A lot of job candidates spend a significant amount of time worrying about what they will say during their interview. Here is a list of tips for a successful job interview. Working in pairs, read them carefully and then list them under the dos or the don'ts in the grid below.

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| <ol style="list-style-type: none"> 1 Sit up straight. 2 Prepare and practise for the interview. 3 Memorize your answers. 4 Plan to arrive 10 minutes early. 5 Chew gum during the interview. 6 Greet the receptionist with courtesy. 7 Shake hands firmly. 8 Wait until you're offered a chair before sitting. 9 Tell jokes during the interview. 10 Make good eye contact with the interviewer. 11 Use slang or informal language. | <ol style="list-style-type: none"> 12 Avoid controversial topics. 13 Say something negative about former colleagues, supervisors or employers. 14 Make sure that your good points come across to the interviewer in a sincere manner. 15 Bring up personal issues. 16 Answer questions with a simple 'yes' or 'no'. 17 Dress appropriately. 18 Interrupt the interviewer. 19 Wear heavy perfume. |
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Dos	Don'ts



3 Imagine you are Brian Rogers. You want to apply for the position of electrician at a large company in London. Fill in the application form below.

Application for employment

PERSONAL INFORMATION

Date of application

Name
Last First Middle

Address
Street City/State Zip code

Alternate Address
Street City/State Zip code

Contact Information
Home telephone Mobile Email

How did you learn about our company?

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Position sought Available start date

Desired pay range Are you currently employed?

Education

	Name and location	Graduate?	Major/Subject of study
High school			
Specialized training			
Other education			

Please list your areas of higher proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

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Previous experience

Please list beginning from most recent.

Dates employed	Company name	Location	Role/Title

Job notes, tasks performed and reason for leaving.

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