

## **JOB INTERVIEW**

### **Aims**

- To talk about interview tips
- To discuss useful strategies regarding interviews
- To prepare for and role play a job interview

### **Tasks**

- Discuss tips for successful interviews – mistakes to avoid (1)
- Match statements (2)
- Prepare for a job interview – questions and answers (3)
- Watch a video clip (4)
- Role play an interview (5)
- Give feedback/Write a short self-reflection of the interview (6)

**Warm-up:** Work in groups. Answer the questions below.

- *When did you have your last job interview? What about it was positive for you? Were there any negative aspects?*
- *Have you interviewed any candidates yourself? What type of experience is this for you?*

## Questions and answers

### **1) Tell me about yourself!**

- positive personality traits: friendly, open-minded, flexible, patient, efficient, reliable...
- highlight your skills and say how fantastic you are and why

### **2) Why should we hire you? Why do you want this job and why do you think you are suited for it?**

- team player, communication skills, assertive, willing to work hard, getting the job done...
- highlight your qualifications, work history, experience...

### **3) What are your strengths and weaknesses?**

- What are your special talents? Try to find your own USP (unique selling proposition). What makes you different than other candidates?
- Are there any weaknesses you need to consider? Decide how to make your weaknesses seem positive.

### **4) Tell me about a confrontation at your last job... How did you resolve it?**

Don't speak negatively about your last (or current job). Find a good way to explain why you are looking for a new job.

### **5) Where do you see yourself in five years?**

### **6) Is there anything you want to ask about our workplace?**

Prepare questions ahead of time regarding various aspects of the job. These can include **working hours, payment and benefits, on-the-job training, when you need to start, etc.** Find out if there is a **standard salary** for the job across the industry as a whole.

...Be careful with what you put on sites such as **Facebook**. Nowadays managers are quite computer-savvy and if you are short-listed, they may look you up on social media sites.