

JOB INTERVIEW.- Session 3.- Recruitment process.

Situation

Read the text and listen to the situation.



Mr Parker comes to check on the girls. They seem to be very immersed in the documents they are writing.

Mr Parker: Hi girls. How is it going? Did you write your CV and letter of application?

Lourdes: Yes, Mr Parker. We'll send them to you as soon as we have them ready and you can give us your opinion about them.

Mr Parker: Yes, an excellent idea. Now, the candidates for the job I told you about are coming to be interviewed. I would like you to meet the recruitment team so that they can explain to you how everything works. Isn't this an exciting opportunity for you?

Susana: Yes, Mr Parker. It sounds really interesting.

Mr Parker: And you can ask them any questions you might have. So, I'm going to leave you alone for a few minutes and you can start preparing your interview. You are going to interview the [interviewers...](#) Wonderful!

Lourdes and Susana start to think about the questions they would like to ask the interviewers.

Lourdes: So, let's see. What would you like to know, Susana?

Susana: I think we should make a list of questions for the interviewers. I hope they don't want to ask me anything. I'm not ready for this.

Lourdes: Relax, Susana, you are not the one who is going to be interviewed.



Think about it

Give your opinion in the forum:

If you work...

- ✓ What kind of people does your company look for?
- ✓ Have you ever been interviewed? If so, how did it go? What questions were you asked?

If you don't work...

- ✓ Does your educational institution prepare people for job interviews?
- ✓ What kind of questions do you think are the most common in a job interview?



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[Aviso Legal](#)

1.- What to say: At the job interview.

Quotation

"Find something you love to do and you'll never have to work a day in your life." **Harvey MacKay**

Situation

Mr Parker: Right, girls, this is Mrs Greene. She's the one in charge of recruitment here in British Corporation. I'm sure you have a lot of things to ask, but first, I think she has a few things to tell you too.

Mrs Greene: Hi girls! I would like to start by giving you some advice on job interviews. Afterwards, you can ask me questions, if you want.

The most important tip I can give you is: be prepared. It will help you **release** some of the stress involved in job interviews. You can practice your answers to the typical job interview questions most employers ask. It's very useful to think of examples you can use to describe your skills.

Make sure you are dressed **accordingly**. Your clothes need to be neat and tidy. You can bring a nice portfolio with copies of your CV.

Now, this is very important: be on time for the interview. On time means five to ten minutes early. You can't imagine how many people **turn up late** for the interview and, honestly, it doesn't help them to make a very good first impression.

During the job interview try to relax and stay as calm possible. Maintain eye contact with the interviewer. Listen to the entire question before you answer and pay attention: it is very embarrassing when candidates forget the question!

Lourdes: Wow! Thanks, Mrs Greene. I think this is very interesting advice.

Susana: I couldn't agree more.



Text adapted from <http://jobsearch.about.com/cs/interviews/a/jobinterviewtip.htm>

Think about it

Write in the forum:

- ✔ Do you think Mrs Greene's advice is useful?
- ✔ Can you think of other interesting tips?

1.1.- Successful job interviews.

What do you think is the key to a successful job interview? Can you think of any interesting pieces of advice to succeed at job interviews? Let's read a text about this interesting topic and then do the exercise.



Breaking the ice.

During the first few minutes of the interview, job interviewers will 'break the ice' to help you feel comfortable. They will ask you about the weather or how you arrived to the job interview. 'Breaking the ice' is an important way to begin the job interview, but it shouldn't take too long. Make sure to give positive, but not too detailed answers to these 'ice breakers'.

- ✔ Give short, positive answers to questions.
- ✔ Don't go into too much detail.
- ✔ It's a good idea to make a pleasant comment yourself to break the ice. Keep it short, positive and simple.

Third person.

Sometimes, you may have found about a job opportunity through a third person. If this is the case, make sure to use the name of this person to your best advantage by mentioning it at the beginning of the interview.

- ✔ Mention the name of the third person at the beginning of the interview. Ideally, this should be done when asked about how you found the [job opening](#).
- ✔ Provide the name of the third person. Don't go into too much detail about the relationship, unless asked.
- ✔ Give the name of the third person only once. Don't continue to repeat the name during the interview.
- ✔ Don't assume the job interviewer knows the person you are mentioning.

Language.

Talking about your job experience and how it [relates](#) to the specific job for which you are applying are the two most important tasks during any job interview. Make sure to use lots of descriptive verbs and adjectives to describe your responsibilities. For example, instead of the following job description: *I talked to customers about their problems.*

A more descriptive phrase with better vocabulary might be: *I [counseled](#) customers documenting their [concerns](#), and [coordinating our response to their individual needs](#).*

- ✔ Take some time to prepare descriptive sentences concerning your responsibilities.
- ✔ Make sure to connect your past experience to the position.

Text adapted from <http://esl.about.com/od/jobinterviewing/a/Job-Interviewing-Listening-Comprehension.htm>



Now it's your turn

Match the statements below to the paragraph where they are mentioned.

Matching exercise.

Statements	Match	Paragraph
Prepare descriptive sentences.	<input type="checkbox"/>	1. Breaking the ice.
Mention it at the beginning of the interview.	<input type="checkbox"/>	
Keep it short.	<input type="checkbox"/>	2. Third person.
Mention it only once.	<input type="checkbox"/>	
Prepare to talk about your experience.	<input type="checkbox"/>	3. Language.
Make a nice comment yourself.	<input type="checkbox"/>	

Submit

2.- How to say it: Articles.

Think about it

Read the following sentences carefully. Are they correct? Is there a difference between them?

- ✓ *I like grapes.*
- ✓ *I like the grapes.*



- ✓ **A (indefinite article):** we use it with singular countable nouns (not specific)
I have a new car.

- ✓ **AN:** we use it instead of a when the next word begins with a vowel sound.
They want to have lunch at an expensive restaurant.

Whether we use a or an with a word depends **on the sound**, not the spelling.

an honest person, an hour BUT a university, a uniform.

- ✓ **THE (definite article):** we use it with
countable nouns (specific): *Let's go to the new theatre.*
plural countable nouns (specific): *I found the keys you lost.*
uncountable nouns (specific): *He gave them the money and then left.*

- ✓ **NO ARTICLE (zero article):** we use it with
plural countable nouns (general): *Do newspapers have a future?*
uncountable nouns (general): *You should eat fresh fruit every day.*

- ✓ **SPECIAL RULES:**

Special rules.

Cases	Articles	Examples
Places	The	Some countries (the UK, the USA). Rivers, oceans, seas, groups of mountains and islands (the Nile, the Atlantic). Public buildings (the post office). The Earth, the world, the sky, the moon, the sun.
	No article	Cities and streets (I live in Seattle). Most countries (Spain), planets (Mars).
Activities	A/AN	Jobs: They have a job. She's a doctor. He works as a teacher.
	The	The media, listen to the radio, play the guitar.
	No articles	Go to work, go to school, watch TV, go shopping, play football, listen to music, Be at school, be at university, school subjects (history).
Numbers and time	The	The third page is missing. In the morning/afternoon/evening, on the second of June, in the 1920s.
	No article	Days (on Monday), months (in November), years (2011), at night.
People	The	A title without a name (the President of the company, the King, the Prime Minister). Groups of people (the army, the navy, the police, the Germans, the English) Part of a larger group (One of the students was absent).

Cases	Articles	Examples
	No article	A title with a name (President Obama). Become king, he's French, speak French.

2.1.- Verb or adjective + preposition.

Here are some examples of verbs and adjectives which are usually followed by a specific preposition. You will probably be familiar with most of them, but do you always get the preposition right? Pay special attention to the prepositions that are different in your language.

VERB + PREPOSITION

- ✓ She often **listens to** the radio in the morning.
- ✓ I never **agree with** my friends about politics.
- ✓ He **got married to** a German girl.
- ✓ We may go to the park today. It **depends on** the weather.
- ✓ Don't **worry about** your exam. I'm sure you'll pass.
- ✓ She **applied for** a job last week.
- ✓ I never **write emails to** my friends. I always phone them.
- ✓ This book **belongs to** Mark.
- ✓ I never **think about** the future.
- ✓ He **spends a lot of money on** clothes.
- ✓ I never **borrow money from** friends.
- ✓ If you don't know how to do the exercise, **ask for** help.
- ✓ I am **waiting for** the bus.
- ✓ When was the last time you **talked to** a friend **about** your problems?
- ✓ She told me she **works as** a secretary. I think she **works for** a multinational company.
- ✓ I can't **concentrate on** anything at the moment.



ADJECTIVE + PREPOSITION

- ✓ He was never very **good at** sport.
- ✓ She's **afraid of** spiders.
- ✓ I'm very **interested in** architecture.
- ✓ She's **similar to** her sister, but very **different from** her brother.
- ✓ My sister is very **worried about** her exams right now.
- ✓ The park is **full of** rubbish.
- ✓ My boyfriend is very **bad at** remembering anniversaries.
- ✓ There is something **wrong with** this DVD.

Think about it

Answer the following questions in the forum:

- ✓ When you were at school, what subjects were you good **at**?
- ✓ Are you afraid **of** any insects?
- ✓ What kind of music do you usually listen **to**?
- ✓ Do you write emails **to** English-speaking people?
- ✓ Are you interested **in** sport?

The following exercise shouldn't be too difficult. Let's give it a try.



Now it's your turn

Complete using a, an or the.

1. We had really good time at school today.
2. Do you listen to radio every day?
3. Some friends are going to have party. Would you like to come?
4. It took me over hour to fill in this form.
5. Do you have unusual ability?
6. Did you use to wear uniform when you went to school?
7. I went to hairdresser's yesterday and I will have to go again tomorrow.
My hair is complete disaster!
8. We wanted to see Queen, but there were too many people.



Submit



Now it's your turn

Write an article in each gap where necessary. If an article is not necessary, put a dash (-).

I had really bad day on Monday. I went to shop on Oxford street to buy new TV. When I got home, I tried to turn on TV, but it didn't work properly. I took it back to shop, but shop assistant pointed to scratch on TV and said it was my fault. I asked for refund, but he said it was not his problem and blamed manufacturer.



Now it's your turn

Complete with the correct preposition

1. Are you really afraid clowns?
2. I've been waiting the bus for 40 minutes. I'm going to call a taxi.
3. He seems to be very interested fashion.
4. Don't forget to pay the milk.
5. She borrowed £50 his father.
6. Who does this jacket belong ?
7. Stop talking and concentrate your exams.
8. We want to go hiking, but it depends the weather.
9. Stop worrying your exam - everything will be fine.
10. I'm afraid I'm not very good reading maps.

3.- Words you need: Interview questions.

Once you get a job interview, you need to be prepared. What kind of questions do you think you are going to be asked? Here is a list that might help you?



Interview questions.

INTERVIEW QUESTIONS	SPANISH
1. Tell me about yourself.	Cuénteme algo sobre usted.
2. How would you describe yourself? (character/personality)	¿Cómo se describiría? (carácter / personalidad)
3. What are your strengths/weaknesses?	¿Cuáles son sus puntos fuertes / débiles?
4. What do you do in your free time?	¿Qué hace en su tiempo libre?
5. Why are you interested in working for our company?	¿Por qué está interesado / interesada en trabajar en nuestra empresa?
6. What type of position do you think you are suited for/would suit you?	¿Para qué tipo de trabajo cree que está mejor cualificado / cualificada?
7. What aspects of the position are you most/least interested in?	¿Qué aspectos del trabajo le interesan más / menos?
8. What have you got to offer us?	¿Qué puede ofrecernos?
9. How could you contribute to our company?	¿Cómo podría contribuir a nuestra empresa?
10. Why do you want to leave your present job?	¿Por qué quiere dejar su trabajo actual?
11. What did your job involve?	¿En qué consistía su trabajo?
12. What do you think you gained by working in your last job?	En su opinión, ¿qué aprendió en su anterior trabajo?
13. What are your salary requirements?	¿Cuáles son sus expectativas salariales?
14. How do you feel about your future in the profession?	¿Cuáles son sus perspectivas de futuro en la profesión?
15. Have you had any negative experiences?	¿Ha tenido algunas experiencias negativas?
16. Would you be willing to relocate / to move to another part of the country / to work abroad?	¿Estaría dispuesto / dispuesta a trasladarse / mudarse a otro lugar dentro del país / a trabajar en el extranjero?
17. Do you prefer working alone or with other people as part of a team?	¿Prefiere trabajar sólo/a o con otras personas en equipo?
18. Do you think you have the ability to be a team leader?	¿Cree que tiene la capacidad de liderar un equipo?
19. Why should I recruit you?	¿Por qué debería contratarle?
20. How could you persuade me to recruit you?	¿Cómo me convencería para contratarle?

Text adapted from: <http://www.learn-english-today.com/business-english/interviews.html>



Think about it

Read questions 2, 3, 4, 16 and 17 again, and answer them in the forum.

3.1.- Useful adjectives for job interviews.



In order to answer all the questions that you would be asked in a job interview, you need to know a few words that might be useful to describe yourself and your skills. By using precise vocabulary and being confident you can make the best impression possible.

Interview adjectives

Interview vocabulary	Spanish
Adjetivos	Adjetivos
Competent.	Competente.
Conscientious.	Conciencioso / concienzuda.
Creative.	Creativo / creativa.
Dependable.	Digno / digna de confianza.
Determined.	Decidido / decidida, resuelto / resuelta.
Dynamic.	Dinámico / dinámica.
Energetic.	Lleno / llena de energía.
Enterprising.	Emprendedor / emprendedora.
Enthusiastic.	Entusiasta.
Experienced.	Experimentado / experimentada.
Flexible.	Flexible.
Honest.	Sincero / sincera.
Innovative.	Innovador / innovadora.
Loyal.	Leal.
Motivated.	Motivado / motivada.
Tactful.	Diplomático / diplomática, discreto / discreta.
Trustworthy.	Digno / digna de confianza.

A step ahead

If you want to know more about job interviews, why not take a look at the following websites?

[Help with job interviews.](#)

[How to dress for a job interview.](#)

3.2.- Useful verbs for job interviews.

The following verbs can help you to express responsibilities and tasks performed in a previous job.



Interview verbs

Interview vocabulary	Spanish
Verbs	Verbos
Accomplish.	Lograr, conseguir.
Arrange.	Organizar.
Assist (sb) with / in sth.	Ayudar (a alguien) con algo.
Carry out.	Llevar a cabo.
Collaborate.	Colaborar.
Coordinate.	Coordinar.
Counsel.	Asesorar.
Create.	Crear.
Deal with.	Tratar con.
Develop.	Desarrollar.
Encourage.	Animar, fomentar.
Implement.	Implementar, poner en práctica.
Improve.	Mejorar.
Manage.	Dirigir.
Motivate.	Motivar.
Organize.	Organizar.
Prepare.	Preparar.
Programme.	Programar.
Review.	Revisar.
Sort out.	Organizar.
Supervise.	Supervisar.



Now it's your turn

Take the following quiz to test what you have learned:

[Job interview Quiz](#)

Submit



3.3.- Now you put it into practice.



Now it's your turn

Listen to the audio below, from about.com, as part of a job interview and decide if the following sentences are true or false.



After saying hello, they start talking about the weather.

- True.
- False.

He's being interviewed for the position of sales manager.

- True.
- False.

In his previous job, he was in charge of **in-house** personnel training.

- True.
- False.

Online customers are more loyal.

- True.
- False.

If you didn't get the answers right, try to listen to the previous recording again very carefully.

If you want to read the script of the previous dialogue, check out the following website.

[Job interview: script.](#)



Now it's your turn

Match the correct word from the list below to each of the sentences.

Matching exercise.

Sentences	Match	Words
People must be more _____ and be able to adapt to different conditions and circumstances.	<input type="checkbox"/>	1. Dynamic.
Some positions in a firm require a strong _____.	<input type="checkbox"/>	2. Flexible.
If you get a _____, you are given a more important job and are usually paid more money.	<input type="checkbox"/>	3. Interviewer.
When somebody is _____, they are full of energy and full of new and exciting ideas.	<input type="checkbox"/>	4. Promotion.
The _____ asked the applicants lots of irrelevant questions.		

Sentences	Match	Words
	<input type="checkbox"/>	5. Personality.

Think about it

Have you ever heard of the Monty Python? They were a very popular British surreal comedy group that became widely known in the late 1960s and 1970s for its influential television series: Monty Python's Flying Circus. The members of the group included Graham Chapin, John Cleese, Terry Gilliam, Eric Idle, Terry Jones, and Michael Palin.









Now you can watch a sketch in which an absurd job interview is held. Does the candidate get the job?



[Text summary](#)

Appendix.- License of resources.

Licenses of resources used in session 3. "Recruitment proces

Resource (1)	Resource information (1)	Resource (2)	
	By: bpsuf. License: CC by. From: http://www.flickr.com/photos/usfbps/4596463355/		By: Lewis M License: CC From: http://www.f
	By: Niall Kennedy. License: CC by-nc. From: http://www.flickr.com/photos/niallkennedy/3850402560/		By: Raquel License: CC From: http://www.f
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