



PROJECT 3

A JOB INTERVIEW

Task

- ✓ Predict interview questions based on a job advert
- ✓ Learn how to prepare for an interview
- ✓ In groups, practise interview questions for a specific job

2. Read the advert again. In groups, answer the questions in your notebook.

1. So, tell me about yourself.
2. Have you ever worked in a kitchen?
3. Why do you want this job?
4. Why do you think you are a good candidate?
5. Which skills do you need to improve?

3. Now read Oscar's answers a–e and match them to the questions in exercise 2.

- a) I'd like a job where I can use my studies and this sounds like a great opportunity.
- b) I'd love to improve my level of English, especially kitchen vocabulary.
- c) Yes, I worked in a café last year. I helped to prepare sandwiches and salads and I also served customers. It was a great experience.
- d) My name's Oscar, I'm 18 years old and I've got a vocational qualification in Food Industries.
- e) I have experience serving customers and I also speak basic English. I am reliable and never late for work.

4. Read the Tips for successful interviews on page 83. In your notebook, complete the missing tips with a–f.

- a) Give one-word answers or very short answers. Try to give full answers.
- b) Think about the questions the interviewer will ask. Prepare and practise your answers.
- c) Invent information – always be honest.
- d) Prepare questions to ask about the job and the company.
- e) Arrive on time – plan your route.
- f) Be positive – don't say you don't like your school or studying.

Tips for successful interviews

- ✓ **DO – Before the interview**
 - Wear appropriate clothes.
 - Find information about the company by searching online.
 - 1 ☐
 - 2 ☐

- ✓ **DO – At the interview**
 - Take a copy of your CV.
 - Listen carefully to the questions. Check if you don't understand.
 - Give answers that show your strengths and give examples where possible.
 - 3 ☐
 - 4 ☐

- ✗ **DON'T**
 - Speak too quickly – take your time. It's OK to think before you speak!
 - Use your mobile phone in the interview – switch it off.
 - 5 ☐
 - 6 ☐

5. Read the Tips for successful interviews again. Discuss in your groups. Write true or false in your notebook.

1. The clothes you wear to an interview aren't important.
2. It's a good idea to have a copy of your CV with you.
3. If you don't understand a question, it's OK to check what the interviewer means.
4. It's OK to answer your mobile phone in an interview.

6. Elena is at an interview for a job as a kitchen assistant. Complete the interview with the words in the box. Does she follow the tips?

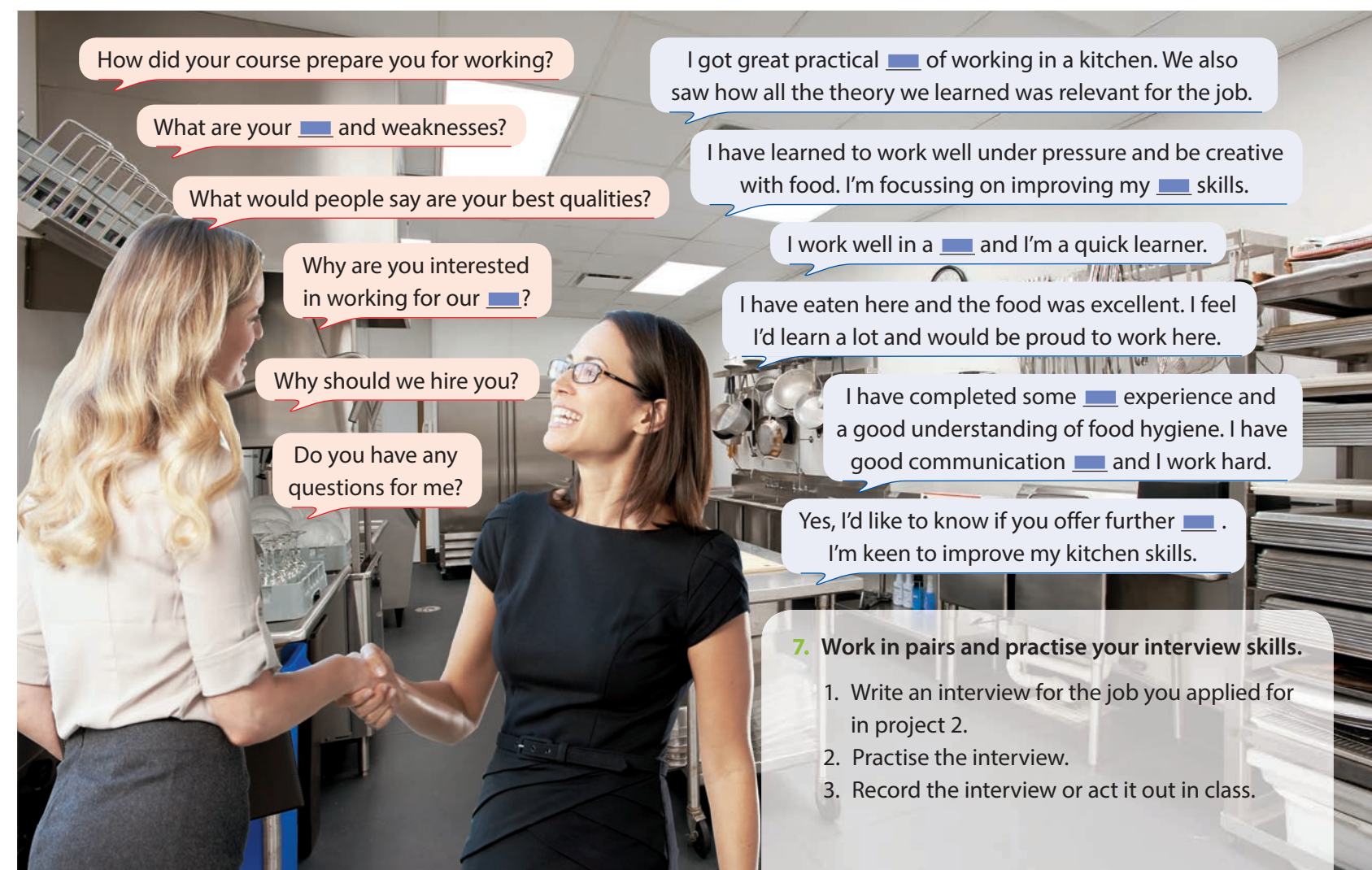
experience strengths organisation team
skills training company work

1. Read the job advert. What questions do you think a candidate might be asked in an interview? Think of three things.

KITCHEN ASSISTANT NEEDED

O'Connell's needs a Kitchen Assistant to work five evenings a week. No qualifications necessary, but experience of working in a kitchen is essential. A Health & Safety certificate is desirable. You should have a basic level of English. You should be reliable and organised.

To apply, send a CV and cover letter to Rosa **Martínez** r.martinez@oconnells.com



How did your course prepare you for working?

What are your ☐ and weaknesses?

What would people say are your best qualities?

Why are you interested in working for our ☐.

Why should we hire you?

Do you have any questions for me?

I got great practical ☐ of working in a kitchen. We also saw how all the theory we learned was relevant for the job.

I have learned to work well under pressure and be creative with food. I'm focussing on improving my ☐ skills.

I work well in a ☐ and I'm a quick learner.

I have eaten here and the food was excellent. I feel I'd learn a lot and would be proud to work here.

I have completed some ☐ experience and a good understanding of food hygiene. I have good communication ☐ and I work hard.

Yes, I'd like to know if you offer further ☐. I'm keen to improve my kitchen skills.

7. Work in pairs and practise your interview skills.

1. Write an interview for the job you applied for in project 2.
2. Practise the interview.
3. Record the interview or act it out in class.