

Intermediate Course
 Wednesday, 24 August 2011: 10.00 - 11.30
 Anne Hodgson | Patricia Franco
 Session 16 > Job interview



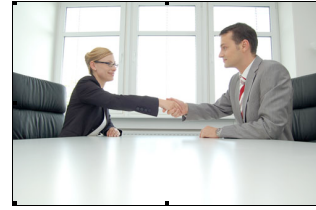
What is true for you? Choose five of these:

I'm very	1. careful	<input type="checkbox"/>	7. creative	<input type="checkbox"/>
	2. friendly	<input type="checkbox"/>	8. supportive	<input type="checkbox"/>
	3. focused	<input type="checkbox"/>	9. successful	<input type="checkbox"/>
	4. technical	<input type="checkbox"/>	10. reliable	<input type="checkbox"/>
	5. flexible	<input type="checkbox"/>	11. responsible	<input type="checkbox"/>
	6. organized	<input type="checkbox"/>	12. experienced	<input type="checkbox"/>


- _____ means I am helpful when there are problems.
- _____ means I am nice and helpful.
- _____ means I am very clear about what I am doing.
- _____ means I can make changes as needed.
- _____ means I have many ideas.
- _____ means I plan very carefully.
- _____ means I do the right thing.
- _____ means I think about what I am doing so I don't do anything wrong.
- _____ means I understand technology.
- _____ means that I have done something a lot.
- _____ means that I will do what you expect.
- _____ means things are going very well for me.

Now make three statements about yourself:

In the interview, who asks these questions:
the **employer** or the **candidate**?



1. Can you tell me a little about the job?	c
2. Can you tell me about your last job?	
3. Can you travel?	
4. Can you use Microsoft Office?	
5. Can you work independently?	
6. Do you have university qualifications?	
7. How much holiday do I get?	
8. How much holiday does the job include?	
9. How much is the salary?	
10. Is it a full-time or a part-time job?	
11. What are you bad at?	
12. What are you good at?	
13. What does the job include?	
14. Where is the job located?	

1. **Job details:** Q: can/tell/little/about/ job? Can you tell me a little about the job _____ ?
 A: Yes! We are looking for someone to co-ordinate the Olympic team from Barcelona.
2. **Location:** Q: where/job/located? _____ ?
 A: You will have to travel a lot between Barcelona and London.
3. **Hours:** Q: is/ full-time/ part-time/ job? _____ ?
 A: _____ .
4. **Holiday:** Q: how much/ holiday/ job/ include? _____ ?
 A: _____ .
5. **Salary:** Q: how much/salary? _____ ?
 A: _____ .
6. **Qualifications:** Q: you/ university/ qualifications? _____ ?
 A: _____ .