

UNIT 19

# Interviewing



## I. Express Yourself



## II. Vocabulary

Read and familiarize yourself with the following word/s or phrases.

expertise

equity business

revenue

loyal to (someone)

driven

get in the way

at the expense of

get better at

### III. Conversation Practice

Practice the conversation with your teacher by doing a role play.

**Steve:** Thanks for coming in.

**Paul:** Thank you for taking the time.

**Steve:** Tell me why you think you're right for this position.

**Paul:** I have a lot of product expertise as I've been in the equity business for 12 years and I'm also a very good manager. My division has been the biggest revenue producer for the last three years. I manage a team of 12 people and they're very loyal to me.

**Steve:** If we hired you, do you think your team would want to follow you?

**Paul:** Yes, I believe they would.

**Steve:** Ok, we can discuss that another time. Tell me your biggest fault.

**Paul:** I would say my biggest fault is working too hard sometimes. I'm very driven to succeed and it sometimes gets in the way of my personal life.

**Steve:** I see. Having a balanced life is very important. I want you to work hard but not at the expense of your health and family. I don't want you to burn out.

**Paul:** I appreciate that. I'm trying to get better at spending time with my children.

#### Comprehension Check

1. What are Steve's questions to Paul?
2. What position is Paul applying for?
3. Why does Paul think that he is right for the position?



Thank you for taking the time.	Thank you for your time. / Thanks for having me here.
-Tell me why you think you're right for this position. -Tell me your biggest fault.	Some questions to be asked during a job interview
If we hired you, do you think....?	Asking about the interviewee's capability on the job
We can discuss that another time.	... when the time comes/ in the future/later on
I would say...	I think/ I guess

IV. Exercises

✚ Exercise A

Vocabulary Building

Fill in the blanks with the correct words from the box.

expertise	revenue	loyal
driven	get in the way	get better at

- I have been working as a sales manager for almost 20 years now. My members have remained \_\_\_\_\_ to the company.
- We won't let any situation \_\_\_\_\_ because I want this plan to be effective.
- He is an asset to the company because he is very \_\_\_\_\_ to succeed.
- I want to hire this person because she has a lot of \_\_\_\_\_ in sales and marketing.
- Please help the new employees to \_\_\_\_\_ making reports and presentations.
- This year, our company has the biggest \_\_\_\_\_ so far in 5 years.

**✚ Exercise B**

Tom is going to have a job interview for the first time. He does not know what to do. Help him by giving him some tips and sharing some of your experiences on how to have a successful interview (appropriate attire, common questions asked, etc.).

**✚ Exercise C**

Identify the dos and don'ts of a job interview. State the reason why you think the following are dos or don'ts.

1. Arriving late for the appointment
2. Focusing on what you can do for the company, rather than what the company can do for you
3. Coming prepared for the interview
4. Saying negative things about former colleagues, supervisors or employers

5. Answering questions with a simple “yes” or “no”

 **ROLEPLAY**

**You are going to interview an applicant. During the interview, ask questions and use the key expressions you have learned.**

