

## UNIT 2 MY CAREER

### 2.1 Planning your career



#### 1. JOB INTERVIEW IN ENGLISH

- Have you ever gone through a job interview? What questions were you asked?
  - Have you ever gone through a job interview in English? How did you manage? What questions were you asked?
- Study the most common sample questions at the job interview and the answers to them (pay attention to comments given in brackets).

##### 1. How would you describe yourself?

(Also: What are your strengths / positive traits? Why should we hire you?)

- ***I consider myself hardworking / reliable / dependable / helpful / outgoing / organised / honest / cooperative.***
- ***I'm a team-player / an experienced team-leader / a seasoned (experienced) professional / a dedicated worker.***
- ***I'm good at dealing with people / handling stress.***
- ***I pay attention to details.***
- ***I understand my customers' needs.***
- ***I learn quickly and take pride in my work.***
- ***I love challenges and getting the job done.***

##### 2. What kind of qualifications do you have?

- ***I graduated in IT from the University of London.***
- ***I hold a master's degree (MA) / a bachelor's degree (BA) in Modern Languages from the University of New York.***
- ***I took a one year accounting training program at Oxford College.***

*• I haven't done any formal training for this job, but I have worked in similar positions and have ten years of experience in this field.*

### **3. Why did you leave your last job?**

*• I was laid off / made redundant, because the company relocated / downsized / needed to cut costs.*

*• I resigned from my previous position, because I didn't have enough room to grow with my employers.*

*• I wanted to focus on finding a job that is nearer to home / that represents new challenges / where I can grow professionally / that helps me advance my career.*

### **4. What do you do in your current role?**

*• I'm responsible for the day-to-day running of the business / for recording and conveying messages for the departments.*

*• I ensure that high standard of customer care is maintained.*

*• I liaise with the Business Development and Business Services Units.*

*• I deal with incoming calls and correspond with clients via e-mails.*

*• I'm in charge of the high-priority accounts.*

### **5. What relevant experience do you have?**

(It might be a good idea to revise **Present Perfect Simple** and **Continuous** to talk about experiences you've had/ actions that you started in the past and are still in progress.)

*• I have worked as a Sales Representative for several years.*

*• I have good organizational skills as I have worked as an Event Organizer / Personal Assistant for the last six years.*

*• I have great people skills: I've been working in Customer Service and been dealing with complaints for five years.*

### **6. Why would you like to work for us?**

*• I would like to put into practice what I learned at university.*

*• I would like to make use of the experience I have gained in the past ten years.*

*• I believe that your company will allow me to grow both professionally and as a person.*

*• I've always been interested in E-Commerce / Marketing / Computer Programming and your company excels (is one of the best) in this field.*

### **7. What are your weaknesses / negative traits?**

*• I'm a perfectionist and I may be too hard on myself or my co-workers sometimes.*

*• I might need to learn to be more flexible when things are not going according to plan. This is something I'm working on at the moment.*

• *I occasionally **focus on details** instead of looking at the bigger picture. I'm learning how to **focus on the overall progress** as well.*

### **8. When can you commence employment with us?**

(When can you start work?)

- *I will be **available for work** in January, next year.*
- *I can **start immediately**.*
- *I have to **give three weeks' notice** to my current employer, so the earliest I can start is the first of February.*

### **9. Do you have any questions?**

- ***What would be the first project** I'd be working on if I was offered the job?*
- ***Who would I report to?** Who would I be **working closely with**?*
- *Are there any **benefits** your company offers its employees?*
- *When will I get an answer? **How soon can I start?***

### **Additional sample questions**

#### **Questions about your Qualifications**

What can you do for us that someone else can't do?

What qualifications do you have that relate to the position?

What new skills or capabilities have you developed recently?

Give me an example from a previous job where you've shown initiative.

What have been your greatest accomplishments recently?

What is important to you in a job?

What motivates you in your work?

What have you been doing since your last job?

What qualities do you find important in a coworker?

#### **Questions about your Career Goals**

What would you like to be doing five years from now?

How will you judge yourself successful? How will you achieve success?

What type of position are you interested in?

How will this job fit in your career plans?

What do you expect from this job?

Do you have a location preference?

Can you travel?

What hours can you work?

When could you start?

#### **Questions about your Work Experience**

What have you learned from your past jobs?

What were your biggest responsibilities?

What specific skills acquired or used in previous jobs relate to this position?

How does your previous experience relate to this position?

What did you like most/least about your last job?

Whom may we contact for references?

### **Questions about your Education**

How do you think your education has prepared you for this position?

What were your favorite classes/activities at school?

Why did you choose your major?

Do you plan to continue your education?

Watch the video where you will be given some tips about going through a job interview in English. What tips will be mentioned?

### **VIDEO**

Pair work:

Imagine you are invited for a job interview. Role play this situation.

Student 1 An interviewer

Student 2 An interviewee