

Topic
JOB-HUNTING

Задание 9.

9.1 You will read a piece of interview with David Milroy, a director of the human resources department of a large international company, who advises job applicants how to prepare for a job interview. But the replies are to be matched with appropriate stimuli. So, restore the dialogue and reproduce it with your partner.

How should the job applicant dress?	The internet has allowed the sharing of answers to interview questions. Recruitment teams in companies are aware of this and are monitoring the main online communities. 'Model' interview answers from these communities are easily caught, and have a negative impact on the applicant's interview result, as this shows a lack of creativity as well as honesty.
How should the job applicant speak?	Personally, I pay more attention to the body language of the interviewee, not to the answers. The interviewee can't give his or her best answers under so much pressure. Thus, I'm more impressed by posture, eye contact, and how an interviewee answers a question.
In the interview, what qualities are you looking for?	It is most important to be confident, but modest. Mention your strengths and accomplishments. Make it clear that even though you have many good qualities, you realize you still need to learn more and improve. Try not to speak too fast. It's natural to speak faster when under pressure, so try to speak slower than usual at an interview.
What answers to common interview questions are not effective?	For potential recruits just out of university, applicants are not expected to have many job skills and even if they do, the job skills acquired during university life are not the same as those needed in the actual workplace. Many recruiters look for academic excellence and a positive attitude towards learning. Academic achievement shows the applicant has curiosity and the mental capacity to satisfy that curiosity.

What kinds of answers are likely to impress you?	Pay attention to your interview clothes, as this reflects your determination to join the company. Neat clothing reflects an organized and careful character. But most important of all, pick an outfit that suits you well and gives you confidence.
Graduates, who are looking for a job, usually worry about not having work experience. What could you say to them?	An interview's main purpose is not to determine who is nicer and smarter. Through the interview a company tries to judge whether the applicant has the qualities the company needs.

9.2 Tick the suggestions you think are good advice for a job interview.

Compare your answers with a partner.

- Avoid using gestures while you speak.
- Speak confidently, but not too proudly.
- Speak quickly and clearly.
- Learn good answers to common interview questions from websites on the Internet.
- Worry more about *how* you say your answers than *what* you say.
- Be careful with your behavior even before you go into the interview room.

Задание 10. You will read a piece of interview. But the replies are to be matched with appropriate stimuli. So, restore the dialogue and reproduce it with your partner.

Job interview

Applicant: ...

Interviewer: Good morning. Come in, Mr. Cooper. Let's get started. In your application, you say that you only spent ten months with your last job. Why are you looking to leave your present job?

Applicant: ...

Interviewer: Now I'd like to talk about what you know about our company.

Applicant: ...

Interviewer: OK, how do you handle the least interesting or least pleasant tasks of a job?

Applicant:...

Interviewer: OK. And what do you think your major weaknesses are?

Applicant:...

Interviewer: And how do you compensate for your weaknesses on the job?

Applicant: ...

Interviewer: Now some more questions to close up the interview. When would you be able to start?

Applicant:...

Interviewer: I think that's all, Mr. Cooper. You should hear from us in a couple of weeks.

Applicant: ...

Interviewer: Goodbye.

-Actually I like my present job very much, but my potential growth is limited there. Besides, the firm is relocating abroad, and I don't think I can manage it because of my circumstances.

-Some people consider me a perfectionist, you know, I usually strive for perfection. Moreover, I'm too detail-oriented, I always try to get things right.

-Good morning, Mr. Howard.

- Thank you very much. Goodbye.

-Well, let me see. I can't start right away as I have to give my present employer a two weeks' notice. But I may come on evenings or weekends to familiarize myself with the new position. Actually, I can begin working on November 15th.

- I know that you are a developing company quickly expanding its activity. So you need a team of creative people to be competitive in the area...

- Every job in this field has routine tasks, which have to be done, too. Doing them is part of satisfaction of doing the job well.

-I would say I tend to take too much myself, so now I'm trying to delegate more.