

Interviewing: Human Resources (a worksheet)

Activity 1

Discuss in pairs.

a. How would you behave in the following situation: you are on a desert island and you want to survive. Decide who can help you from a given list and how.

A <ul style="list-style-type: none"> · Engineer · Teacher · lawyer 	B <ul style="list-style-type: none"> · Pilot · Singer/actor · Technician 	C <ul style="list-style-type: none"> · Physicist · Sailor · Firefighter
D <ul style="list-style-type: none"> · cook · sales consultant · economist 	E <ul style="list-style-type: none"> · chemist · IT · Geologist 	F <ul style="list-style-type: none"> · Hairdresser · Doctor · Executive director

b. How the given situation is connected with the topic of HR.

Activity 2

Discuss in pairs.

a. How to get the job? Your tips.

b. Divide these tips on how to get the job into two categories and group your choice.

Good tips	Bad tips

1. You make a list of questions you want to ask the interviewer.	2. You meditate for half an hour before you leave for a job interview.	3. You wear very flattering clothes for the job interview and feel very uncomfortable.
4. Before sending off your letter of application, you show it to a few friends for their comments.	5. You decide to wear the most comfortable clothes for your job interview though they are not smart.	6. You find out which newspaper usually advertises vacancies that you are looking for, and study columns regularly.
7. You make it clear for a prospective employer that a number of other interviews are lined up.	8. You ask your friends to practice with you the interview before the big day arrives.	9. When the interviewer asks you <i>"What job would you like to be doing in ten year's time?"</i> , your answer is <i>"Your job"</i> .
10. You phone your local employment office to see if they have a suitable vacancy for you.	11. As you sit down you tell the interviewer that you are really nervous.	12. You send unsolicited letters of application to companies you are interested in working for.
13. During the interview, you avoid looking into the interviewer's eyes.	14. You go to the job interview with some notes of how you will develop the company's core products and customer service.	15. You don't like the questions asked by the interviewer and take the chance to talk about it.

Activity 3

Match these definitions to the words on the poster.

achieve or have the standard of skill, knowledge, or ability that is necessary for doing or being something
something a person is good at
a system of working in which people work a set number of hours within a
fixed period of time, but can change the time they start or finish work
a particular part or quality of someone or something that is not good or effective
Payment system in the company
a particular part or quality of someone or something that is not good or effective
an ability to do an activity or job well, especially because you have practised it
something that you must do, or something you need

a letter that is written by someone who knows you, to describe you and say if you are suitable for a job, course, etc.

done for all the hours people usually work

if you work part-time or do part-time work, you work for only some of the day or the week

Activity 5

1. Roleplay a job interview for the given positions.

- a. Marketing manager in a car production company
- b. Call center employee in a bank
- c. Sales representative in a luxury perfume shop

2. As an HR (jury member) write 5 questions you would ask the candidates. Use the words from the poster to help you.

