

Job interview

1. Warm-up (Activity 1) 5 mins

Aims: to break the ice and foster a safe environment for learning.

Procedure: introduce the topic. Ask students to tell about the last time they had a job interview and how it went.

2. What's the word? (Activity 2) 10 mins

Aims: to learn topic-related vocabulary

Procedure: Ask students to match two parts of each phrase. Check open class, check if the students understand the meaning of the phrase.

Key:

to ace a job interview.

to be a fit for both the job and the company

to be hired over the other applicants

to make the case for getting a job offer,

to sell yourself to the interviewer

to stick around if you're hired

to lock in an offer

to show genuine interest in the organization

to negotiate employee benefits and perks

to research your target company thoroughly

to conduct a vigorous job search

to have many other irons in the fire

to visualize images of success

to showcase your skills and experience

to match your assets to the job requirements

3. Discuss the questions (Activity 3) 10 mins

Aims: to provide students with free speaking practice

Procedure: students discuss in pairs questions about job interviews..

4. Types of job interview questions. (Activity 4) 15 mins

Aims: to provide students with vocabulary and speaking practice

Procedure: students complete each question and put it into the correct category. Then they choose 5 questions and conduct a mock interview with their partner.

Possible answers:

Interview questions about qualifications:

1. What applicable experience do you have?
2. Sell me this pen.
3. Tell me about your educational background.
4. What can you do better for us than the other candidates for the job?
5. What part of the job will be the least challenging for you?
6. Which parts of this job are the most challenging for you?

Interview questions about job performance:

1. Tell me about something you would have done differently at work.
2. If the people who know you were asked why you should be hired, what would they say?
3. What type of work environment do you prefer?
4. How do you evaluate success?
5. Describe a difficult work situation or project and how you overcame it.
6. Describe a time when your workload was heavy and how you handled it.

Questions About Management and Teamwork

1. Describe your ideal boss.
2. If you know your boss is 100% wrong about something how would you handle it?
3. What do you expect from a supervisor?
4. Have you ever had difficulty working with a manager?
5. How did you fit in with the company culture?
6. Describe how you managed a problem employee.

5. Tricky interview questions (Activity 6) 15 mins

Aims: to provide students with free speaking practice

Procedure: ask students to work in pairs and discuss the best way to answer some tricky interview questions.

Possible answers:

1. "Why all the gaps on your resume?"

Draw attention away from the presence of gaps by talking about how you filled them. Focus on what you gained during the gaps and not the problems that caused the gaps. Avoiding details about your job exits and quickly turning the conversation to how you've remained relevant by attending classes, volunteering and doing freelance work.

2. "What's your salary requirement?"

This is a game called "Who'll Say a Number First?" The trick is not letting it be you. "Do your best to make the HR person throw out a figure first. Most experts say offering a range is a better idea than stating a hard number, but do some research first so you. Tie salary expectations to the new role, not your old one. "If your past role is very different from this upcoming one, then point that out. You should anchor the new salary to your new job." Also know how big a range you can offer. "The range should be realistic based on current salary.

3. "What's the biggest mistake you've ever made at work?"

This zinger is a sibling to the classic question, "What's your biggest weakness?" The key is to shift the focus from something you did wrong to something your team could have done better. Never openly admit to a mistake that might have caused damage to a client relationship or delayed a project. Speak more in terms of lessons learned from successful projects. Point out a learning experience that was beneficial to both you and the company.

4. Why Weren't You Promoted In Your Last Job?

Not getting promoted isn't as bad as getting fired, but it still leaves the hiring manager wondering if there's a problem with you. The best answer indicates that it was YOUR choice:

"I was offered a promotion, but I didn't want to take on that additional responsibility." Give them the reason—maybe you had small children, family obligations, or something else that may not be a factor now.

"I was offered a promotion, but I wasn't interested in moving in that direction in my career." If that promotion wasn't a good stop on your career path, that's OK.

Maybe the lack of promotion opportunities in your old company is exactly why you're in the job search—so it makes perfect sense that you're looking for advancement in another organization. One thing that will help you any time there's some question about your background: your references. Cultivate good references and prep them before your interview.

5. 'Why do you want to leave your current job?'

The hiring manager is likely hoping you are seeking a more challenging position that is a better fit for your skill set.

6. 'How does this position compare to others you are applying for?'

It is appropriate to say, "There are several organizations with whom I am interviewing, however, I've not yet decided the best fit for my next career move."

"This is positive and protects the competitors," Nicolai said. "No reason to pit companies or to brag."

7. 'What would you do if you won \$5 million tomorrow?'

With this seemingly random question the interviewer wants to hear that you would continue working because you're passionate about what you do — and they want to know you would make smart financial decisions.

8. 'How did you make time for this interview? Where does your boss think you are right now?'

It's wise to explain that you always put your job first, and schedule interviews before or after work, at lunchtime, during weekends if appropriate, and during personal time off.

If asked pointedly, "Where does your boss think you are right now?" be vague or try something like: "My boss understands that I have certain break periods and personal time — he doesn't ask for details. He's most interested in my results."

9. 'Tell me about a time you disagreed with a company policy'

Offer up a real situation that points out a logical and business reason that you were in opposition of a policy. Focus on how your idea to rework the policy was beneficial to the company as a whole. Speak up on the research that you conducted, the facts that you presented, and the outcome of your attempts to have the policy rewritten."

10. What am I doing wrong as an interviewer?

Give constructive valuable feedback and without criticizing say what you would you do differently.

6. Interview mistakes (Activity 6) 10 mins

Aims: to provide students with free speaking practice and practice in listening for gist

Procedure: ask students to watch the video and comment on the interview mistakes. Pause the video after each mistake. Ask them what is the candidate doing wrong and how she should act instead.

Play the video: <https://www.youtube.com/watch?v=C21nLYzAJl0>

7. Sum up (Activity 7) 1 min

Put errors on the board or whiteboard and let student(s) correct them. Summarise the lesson and tell students what results they have achieved (Now you can ... After our speaking lesson you will be able to...). Ask them if they have any questions.