

LOG IN 4 – Unit 4

Job Interview

1. Fill out your résumé. Choose a profession from the box.

nurse doctor high school teacher police officer journalist salesperson

Curriculum Vitae

Personal information

Name: _____
 Address: _____
 Telephone number: _____
 Cell phone number: _____
 E-mail: _____
 Date of birth: _____
 Place of birth: _____
 Marital status: _____ Spouse's name: _____
 Children: _____

Employment history

(List in chronological order and include position details and dates)

Work history: _____

Research and training

Education

(Include dates, majors, and details of degrees, training, and certification)

High School: _____

 University: _____

Skills

Interests and hobbies

2. Prepare for the interview.

<p>Student A Interviewee</p>	<p>You will be interviewed. Choose a job from the box in activity 1 and pretend to have the appropriate background for the position you applied to. Get ready. Soon the interview will start.</p>
<p>Students B and C Interviewers</p>	<p>Below is a general job interview structure. Decide what questions you want to ask. You may also include an inappropriate question, such as a personal one, just to see how the interviewee reacts. Take a few minutes to prepare your interview and begin.</p>

Job interview structure

<p>Basic greeting and short question about the weather.</p>
<p>Introduce yourself briefly. Ask the interviewee to tell you about his/her educational background and his/her employment history.</p>
<p>What is your weakness? How can you contribute to this company? How much money would you require? Are you willing to work overtime? Where do you see yourself in 10 years? Please, tell me: how working at (company name) fits with your personal career goals? What was your first job? What was the worst job you have ever had?</p>
<p>Thank the interviewee and tell him/her that you will get in touch in a few days with the result of the interview.</p>

<p>Notes: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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2. Prepare for the interview.

Note to the teacher: Divide the students into trios and have them prepare their job interview. Two of them will be the interviewers and one will be the interviewee. Allow them approximately 10 -15 min. to get ready for the activity.

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