



Introductions / Needs analysis

Give an overview / Elicit and record key information about plans / Practice greeting and introducing self

Before you start

Introduce the structure of the 4 lesson programme, and the objectives of the course.

Goal setting

Use the phrases below to answer the questions and tell your teacher about your interview intentions.

The opening handshake is a great chance to make a good first impression. Make sure your hand is clean and dry.

Interview intentions

- I'm going to...
 - I'm planning to...
 - I would like to...
 - I'm hoping to...
1. Have you already applied to a company?
 2. If so, what kind of company?
 3. If not, what kind of company do you want to apply to?
 4. What kind of job are you applying for?
 5. What other plans do you have?

Introductions

Practise shaking hands with and introducing yourself to the instructor.

Practise the role-play and the phrases below, then repeat with your information.

In most Western interviews, it's common for the interviewer to ask some simple questions and offer a drink to the interviewee, in order to get them to relax.

Interviewer: Good afternoon, thank you very much for coming today. My name is Steven Jones. How do you do.
 Interviewee: How do you do, I'm Jane Wilson. Thank you very much for taking the time to meet me.
 Interviewer: Would you like something to drink? Tea, coffee?
 Interviewee: Yes, a coffee would be great please.
 Interviewer: Here you are. Did you have any trouble finding us?
 Interviewee: No problems, no. The map you sent was very helpful.
 Interviewer: Great. We will get started in about 5 minutes, so please have a seat over there. I'll come to get you when we are ready.
 Interviewee: Thank you very much.

Remember, you shouldn't sit down before being offered a seat by the interviewer.

Greetings

- Nice to meet you, I'm...
- How do you do, I'm...
- Thank you for taking the time to meet me.
- Thank you very much for your time today.

Interviewer phrases

- Would you like something to drink?
- Can I get you anything, tea or coffee?
- How was your journey here?
- Did you have any trouble finding us?

Homework: Practise introducing yourself and shaking hands. In the next lesson, introduce yourself and shake hands with the teacher.



Interview practice - Talking about background / experience

Introduce and practise phrases for talking about background and experience

Before you start

Review the homework and the phrases from your previous lesson.

Warming up

Answer your teachers questions and tell them about your background and experience.

Background

Practise the role-play below and the phrases in the box.

Repeat with your own information, then change roles and repeat again.

You should never talk negatively about previous employers in an interview, as this is a major red flag for interviewers.

Interviewer: Now, Jane, I'd like to ask you about your work history. Can you tell me a little about your background?
 Interviewee: Sure. I worked at Systech for 5 years, from 2009 to 2014.
 Interviewer: I see, and what did you do there?
 Interviewee: I was a systems engineer and a project coordinator. That's why I have experience in working with project management software.
 Interviewer: What were your main responsibilities at Systech?
 Interviewee: My main duty was to talk to the client and understand their needs, then to make a project plan. I have 15 years experience in project management, so I enjoyed it a lot.
 Interviewer: And, can you tell me about a challenge or issue that you overcame during your time at Systech?
 Interviewee: Yes, of course. We had a very important client who suddenly needed some work done very quickly. Luckily, I had a very good team, so I was able to put together a group quickly, assess the clients needs, and move to meet them. We completed the project on time and to satisfaction.

A useful pattern for talking about issues you overcame is STAR - Situation, Target, Action, Result. See if you can find where the interviewee uses this in the role-play and identify each stage.

Interviewer questions	Background	Experience
<ul style="list-style-type: none"> Can you tell me a little about your background? What did you do at (company)? What were your main responsibilities? Can you tell me about a challenge or issue that you overcame? 	<ul style="list-style-type: none"> I worked at (company) from ... to ... I've been at (company) since / for ... My main duty was ... My responsibilities included ... 	<ul style="list-style-type: none"> I'm familiar with ... I have experience in ... I have (4 years) experience in the field of ... I previously (worked with overseas clients) at ...

Homework: Think of a difficult situation that you have faced at work (or at school). Describe what the situation was, explain your target and the actions you took, and what the result was. Present to your teacher in the next class.



Interview practice - Talking about skills and strengths.

Introduce and practise phrases for talking about skills and strengths / asking and answering questions

Before you start

Review the homework and the phrases from your previous lesson.

Warming up

Answer your teachers questions and tell them about your skills and strengths.

Background

Practise the role-play below and the phrases in the box.

Repeat with your own information, then change roles and repeat again.

When talking about your strengths it's a good idea to link them to the requirements of the position you are applying for.

Answering the questions "Why do you want to work here?" or "Do you have any questions for me?" can be a good way to show that you have done your research on the company you are applying to.

It's best to avoid discussion of salary here, as this can give a negative impression to the interviewer.

Interviewer: What would you say is your greatest strength?
 Interviewee: I pride myself on my time management skills. In 5 years at Systech, my team never missed a deadline.

Interviewer: And why do you think you would be suited to this position?
 Interviewee: Well, the skills this position requires are time management and attention to detail. I think I can meet these because, as I already mentioned, my time management skills are good and also I have an eye for detail.

Interviewer: What attracted you to this position?
 Interviewee: Your company has been making headlines recently with its innovative approach to systems integration. This is an excellent opportunity because I have a deep interest in this subject.

Interviewer: Do you have any questions for me?
 Interviewee: Yes, in a recent article in the New York Times, your CEO was quoted as saying that "Customer Second" is a key strategy for you. Could you explain what he meant by that?

Interviewer questions	Strengths	Why?
<ul style="list-style-type: none"> • What are your greatest strengths? • Why do you think you would be suited to this position? • Why do you want to work here? • What attracted you to this position? 	<ul style="list-style-type: none"> • My greatest strength is ... • My (time management) skills are excellent, ... • I pride myself on my ... • The skills this position requires are ..., I think I can meet these because .. 	<ul style="list-style-type: none"> • This is an excellent opportunity because ... • This job seems tailor made for my competencies since ... • This is a project I'd love to be involved in due to ... • This job would be a perfect fit for me as ...

Homework: Think of 2-3 questions that you can ask the interviewer for your own situation. Show these to your teacher in the next lesson.



Cumulative practice / role-play

Review previously taught phrases and skills / Role-play interview and provide feedback

Before you start

Review the homework and the phrases from your previous lesson.

Review

Review lesson 2 by answering your teachers questions and telling them about your background and experience.

Review lesson 3 by answering your teachers questions and telling them about your skills.

Role-play

Practise the "ending the interview" phrases, then role-play the interview from start to finish. You should include;

1. Greetings and introductions
2. Talking about background and experience
3. Ask about strengths and skills
4. Questions from interviewee
5. Wrap-up and goodbye

Discuss what was easy and what was challenging about the interview. How can you improve for next time? Discuss the feedback then role-play again.

Do you have any final questions about the interview process?

What are the three most important things you have learned from this 4 lesson programme?

Do your homework. Prepare for an interview by researching the company you are applying to, their activities, their needs, their industry, and their competitors.

Before the interview, try Googling yourself. You might be surprised at what you find.

Practice makes perfect. Prepare a list of likely questions, and practise answering them.

Thank the interviewer	Offer follow-up	Encourage future contact
<ul style="list-style-type: none"> • Thank you very much for your time today. • I know you must be very busy, so thank you for making the time to meet with me. 	<ul style="list-style-type: none"> • Please let me know if there's anything else I can provide. • If you need anything else from me, please don't hesitate to get in touch. 	<ul style="list-style-type: none"> • I'm really excited about this opportunity. • I will look forward to hearing from you.

Homework: Apply the skills you have learned over the four lessons in your next job interview.