**Unit 4: Job interview**

« The best way to predict your future is to create it »

Peter Drucker, American business consultant, 1909-2005.



During a job interview, poise, attitude, basic social skills, and ability to communicate are evaluated along with experience and education. The impression made on the interviewer often influences the employer’s decision. The job interview is a mutual exchange of information and ideas. This dialogue determines whether applicant’s skills meet employer’s expectations. Good preparation is very important to get the job. Here some keys to follow :

**\* Being on time**

You must be 15 minutes earlier before the appointment. This shows how disciplined is the candidate.

**\* Greeting**

Greet the interviewer with a handshake and a smile. Be quiet, polite and avoid talking about insignificant issues like weather, traffic or how nice is the office. This behavior shows that you are nervous and you may be talkative, which could be an unfavorable point for you.

**\* Preparing some questions**

You should ask the interviewer some questions about the company’s activities, the job and its tasks. This shows that research has been done by applicant and he is interested to know more about the company.

Once leaving, you should note every important things said in case you'll be asked to a second interview. You have to memorize details given about the job or the company.

**\* The interview progress**

You should follow the interviewer’s lead. Don’t choose what to discuss. Answer completely and concisely, according to topics evoked. Stick to the subject at hand, and wait for the interviewer to mention salary and benefits.

**\* Being confident**

It’s very logical to be nervous but it’s important to overcome your stress.  Employers are aware of how difficult for applicants to stay confident, and more you show your ability to control yourself, more you'll be appreciated.

**\* Focus**

Display your skills, your willingness to learn quickly and the value you may bring to the company even if you have no experience. This will be a proof of your motivation. It’s important also to listen carefully and to focus in order to understand each question, don’t ask interviewer to repeat what he said. This could be perceived as a lack of intelligence. However, if really you face some ambiguity, ask for clarification, or restate the request in your own words.

**\* Telling the truth**

Avoid lies and exaggeration; employers are in general very experienced to recognize them. Even if we asked you personal questions, if you have no information, just be honest by saying « I don’t know », this will be a positive point for you.

**\* Avoid slighting**

It’s important to recognize good things about your university, your professors or your ex employers. Loyalty is requested by employers.

**\* Check your grammar**

Employers are interested in candidates who can express themselves properly. Even if you have to go slowly and correct yourself, accuracy is preferred over ungrammatical fluency.

**\* Close on a positive, enthusiastic note.**

Ask what the next step will be. Thank the interviewer for his/her time and express your interest in the job. Leave quickly and courteously with a handshake and a smile.

Don’t expect a job offer at the first interview. Often you will be invited to a second or even third interview before an offer is made several weeks later.

**Vocabulary:**

1- Complete this job interview with the right word: supervisor - bookkeeping – working - recording - CV- accounting - challenges - company - functions - section – leave.

* So, according to your ………….., you worked before in General Electric for 5 years.
* Yes, that was from 2010 to 2015, I was in charge of the ………………….
* And what …………….were you in charge of?
* I was in charge of ………………the purchase of raw material.
* And since 2015, you did not practice ………………..?
* No, I held several jobs related to different………………, I was salesman; I also worked as logistics…………………..
* Why did you………………..General Electric?
* I just moved. My new house is very far from the…………….., I couldn’t keep commuting.
* Did you enjoy……….…… there?
* Yes, I enjoy so much. We managed me and my team to overcome a lot of ……………………

2- Here you have different ways to describe a job, match each adjective with its meaning.

Satisfying the work is not interesting.

Dull the work is interesting and gives positive feeling.

Repetitive the work is difficult.

Tiring the work involves doing the same things repeatedly.

3- Complete this table:

|  |  |
| --- | --- |
| Verb | Noun |
|  | Leadership |
| To organize |  |
|  | Expectation |
| To qualify |  |
|  | Education |

**Grammar**: ***Determiner: definite and indefinite articles III***

There's no article in the following cases:

|  |  |
| --- | --- |
| **Cases** | **Examples** |
| 1. With names of countries if singular. | Algeria is an amazing country.  I visited the United states. |
| 2. With names of languages. | English is the most spoken language in the world. |
| 3. With names of meals | Lunch is at midday.  **But:** I enjoyed the lunch (the lunch I had with you). |
| 4. With titles and names. | Prince Charles is queen Elizabeth's son. |
| 5. With professions. | Medicine is an interesting carrier. |
| 6. With uncountable nouns. | Rice is the main food in India. (music, tea, blood, gold….).  We say: I always listen to music.  **But :** I was in an opera, the music was magic. |
| 7. With name of places, mountains, streets. | Boumerdes is a nice town. |
| 8. With names of sport. | He likes playing football. |
| 9. In some fixed expressions. | By car, at home, in bed…. |
| 10. Man when meaning humanity. | This could be considered man’s greatest achievement. |
| 11. With institutions | Church, school, hospital ….  **But :** if it is about the building, not the function:  Walk up to the church and turn right. |