



Job interview

Tutor Resources for the AMEP

Work

Intermediate

Tutor Resources for the AMEP

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Theme:

Work

Topic:

Job interview

Task	Language focus	Learning activities	Resources
<p>1. Can demonstrate understanding of an interview</p> <p>Can participate in an interview</p>	<p>Vocabulary informal chat, experience, strengths, translations, well-organised, keen, genuine, adequate, reliable, punctual, positive attitude, applicant, clarification, director, process, calculate, complicated, finances, budgeting, advantage, software, familiar, similar, willing learner, resume</p>	<p>Answer questions about a story</p> <p>Match expressions to meanings</p> <p>Discuss questions about their own interview experience</p> <p>Prepare and answer interview questions</p> <p>Match employer’s needs to applicant’s skills</p> <p>Answer questions about an interview</p> <p>Role play job interview</p>	<p>Worksheet 1: Igor’s story</p> <p>Worksheet 2: Job interview questions</p> <p>Worksheet 3: Showing you are the right person</p> <p>Worksheet 4: Mei-Lien’s interview</p> <p>Worksheet 5: An interview</p>

Theme: Work**Topic:** Job interview**Task 1:** Can demonstrate understanding of an interview
Can participate in an interview**Vocabulary:** informal chat, experience, strengths, translations, well-organised, keen, genuine, adequate, reliable, punctual, positive attitude, applicant, clarification, director, process, calculate, complicated, finances, budgeting, advantage, software, familiar, similar, willing learner, resume**Activity instructions***Answer questions about a story*

📄 Worksheet 1: Igor's story

- A. Explain to learner that they will hear a story about a job interview.
Discuss the picture and encourage learner to predict what the story will be about.
Explain to learner that they will need to number the events in the order they occur in the story.
Read the script twice.

Script

When Igor saw the job ad in the newspaper, he thought it looked just right for him. He rang and asked for some details and told them about himself. He was given an appointment time for the following week. Igor was pleased that he got an interview but he was worried about what to wear to the interview. He needed to look right.

On the day of his interview, Igor asked his flatmate if he could borrow a suit. "No worries mate! There's a suit in the wardrobe in my bedroom" his friend said as he went off to work. Igor looked for the suit. He found it and took it out. It was shabby and old-fashioned. It was at least twenty years old. It had seen better days. And it was huge! When he put it on the pants swam on him, so he used a large safety pin to make them smaller. He looked ridiculous. But he didn't have a choice. He grabbed his documents and made his way to the interview.

In the interview, Igor couldn't stop thinking about the awful suit as he tried to answer the interviewer's questions. It was a hot day and he was sweating inside the suit. He was worried that the interviewer would see something wrong at the back of his pants when he stood up. Or the pin would come undone and his pants would fall to his knees. He felt sorry for himself.

Later that afternoon, he received a phone call to say that he had got the job. He couldn't believe it. Perhaps the interviewer hadn't noticed the suit. Maybe she was very kind or had a good sense of humour. But she probably chose him for his skills and experience.

That evening when his flatmate came home Igor told him the good news about the job. He seemed surprised when Igor mentioned that the suit was a bit old. When he saw it he laughed and laughed. "That old thing! I forgot I had that old suit. My new one's at the other end of the wardrobe."

Learner numbers the sentences.

Answers

- 4 – Igor went to the interview.
5 – Igor got the job.
2 – Igor asked to borrow his friend's suit.
6 – His friend told him he had borrowed the wrong suit.
3 – Igor found a suit and put it on.
1 – Igor arranged a job interview.

- B. Learner reads the questions.
Read the script again.
Learner answers the questions verbally.
Learner writes the answers.

Answers

- 1 – Because he wanted to look right (dress appropriately) for the interview.
2 – He borrowed a suit from his flatmate.
3 – It was old, shabby, old-fashioned and far too big for him.
4 – He was worried, embarrassed and felt sorry for himself.
5 – No
6 – Because Igor had borrowed the wrong suit.

- C. Learner reads the text aloud (check for pronunciation, intonation and punctuation) and corrects their work.

Match expressions to meanings

- 📄 Worksheet 1: Igor's story

- D. Learner reads the expressions.
Ask learner to find the expressions in the text (part C) and try to guess their meanings.
Learner matches the expressions to their meanings.

Answers

- 1 – c, 2 – a, 3 – e, 4 – b, 5 – d

Discuss questions about their own interview experience

- 📄 Worksheet 1: Igor's story

- E. Learner reads and discusses the questions.

Prepare and answer interview questions

- 📄 Worksheet 2: Job interview questions

Learner reads about hand shakes.
Explain that in formal situations this is often the norm.
Discuss how they greet people on a formal occasion in their country.

Read the questions together and discuss.
Brainstorm together some possible questions they could ask the interviewer.
Ask learner to write responses to the questions.
Encourage learner to read the questions several times so they can recognise them in an interview.

Role play a job interview. (Tutor as interviewer and learner as applicant.)
Ask a question from each section and learner answers in full sentences. (Ensure learner does not read the questions.)

Match employer's needs to applicant's skills

- 📄 Worksheet 3: Showing you are the right person

- A. Learner reads what the employer wants.
Ask learner to underline any unfamiliar words and to check the meanings in their dictionary.
Repeat for what the applicant can do.

Learner matches what the employer wants to what the applicant can do.

Answers

- 1 – e, 2 – f, 3 – d, 4 – g, 5 – a, 6 – b, 7 – c

- B. Learner lists what should be done before and at the interview based on the information from part A.

Answers

- Be punctual.
- Be prepared.
- Practise answering interview questions.
- Find out about the company before the interview.
- Take original qualifications and translations (if necessary).
- Show a positive attitude at the interview.
- Speak clearly and answer in full sentences.

Answer questions about an interview

- 📄 Worksheet 4: Mei-Lien's interview

Role play the dialogue twice.

Instruct learner to underline any unfamiliar words and to check the meanings in their dictionary.

Learner reads the questions. Discuss.

Learner writes the answers.

Answers

- 1 – Administration in the finance area.
- 2 – She wants to work in a small organisation and likes working where there are young children.
- 3 – She doesn't see much future in her current job.
- 4 – Childcare centre or kindergarten.
- 5 – She is happy to attend the after-hours social events.
- 6 – Because the person in this job has to speak to a range of people (parents, staff, trades people).
- 7 – What software they use, if there are any Chinese families at the centre, the working hours and when she would find out whether or not she got the job.
- 8 – Because she wanted to show the interviewer that she has Chinese language skills.
- 9 – Yes. All boxes ticked.

Role play job interview

- 📄 Worksheet 5: An interview

- A. Learner reads the job advertisements and chooses one that would be suitable. (If none is appropriate check the local paper or the internet for a suitable job.)

Discuss what they think the employer wants from an employee and how their skills could meet those needs.

- B. Learner reads the questions and prepares their answers.

Encourage learner to write their answers.

- C. Role play a job interview. (Tutor as interviewer and learner as applicant.)

Ensure to start the interview with a handshake and some small talk. (Try to make it as realistic as possible.)

Ask applicant some interview questions (from worksheet 2 and/or 5).

Give learner feedback at the end of the interview.

(This activity can be repeated several times using different job advertisements.)

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Worksheet 1: Igor's story

A. Listen to the story and number the events in the order in which they happen in the story.



- Igor went to the interview.
- Igor got the job.
- Igor asked to borrow his friend's suit.
- His friend told him he had borrowed the wrong suit.
- Igor found a suit and put it on.
- Igor arranged a job interview.

B. Answer the questions.

1. Why did Igor want to wear a suit to the interview?

2. How did he get a suit?

3. What was wrong with the suit?

4. How did he feel during the interview?

5. Did he expect to get the job?

6. Why did his flatmate laugh at him?

C. Read the story and correct your work.

When Igor saw the job ad in the newspaper, he thought it looked just right for him. He rang and asked for some details and told them about himself. He was given an appointment time for the following week. Igor was pleased that he got an interview, but he was worried about what to wear to the interview. He needed to look just right.

On the day of his interview, Igor asked his flatmate if he could borrow a suit. "No worries mate! There's a suit in the wardrobe in my bedroom" his friend said as he went off to work. Igor looked for the suit. He found it and took it out. It was shabby and old-fashioned. It was at least twenty years old. It had seen better days. And it was huge! When he put it on the pants swam on him, so he used a large safety pin to make them smaller. He looked ridiculous but he didn't have a choice. He grabbed his documents and made his way to the interview.

In the interview, Igor couldn't stop thinking about the awful suit as he tried to answer the interviewer's questions. It was a hot day and he was sweating inside the suit. He was worried that the interviewer would see something wrong at the back of his pants when he stood up. Or the pin would come undone and his pants would fall to his knees. He felt sorry for himself.

Later that afternoon, he received a phone call to say that he had got the job. He couldn't believe it. Perhaps the interviewer hadn't noticed the suit. Maybe she was very kind or had a good sense of humour. But she probably chose him for his skills and experience.

That evening when his flatmate came home Igor told him the good news about the job. He seemed surprised when Igor mentioned that the suit was a bit old. When he saw it he laughed and laughed. "That old thing! I forgot I had that old suit. My new one's at the other end of the wardrobe."

**D. Find the expressions in the story and try to predict their meanings.
Match the expressions with their meanings.**

Expression

1. No worries mate!
2. He felt sorry for himself.
3. The pants swam on him.
4. To look right.
5. It had seen better days.

Meaning

- a. He felt sad about himself.
- b. To dress appropriately.
- c. That's fine pal.
- d. In not such a good condition as it used to be.
- e. The pants were far too big for him.

E. Answer the questions from your own experience.

1. Have you ever had a job interview?
2. How did you feel during the interview?
3. Did you feel nervous or confident?
4. What did you wear to the interview?
5. What would you wear to an interview in Australia?

Worksheet 2: Job interview questions



The interviewer will often shake your hand when they meet you, so be ready to return the handshake.

They might start with an informal chat about the weather or how you got to the interview.

*Read the interview questions. Prepare how you would answer these questions.
Role play an interview with your tutor.*

Opening

Did you have any trouble getting to the interview?
How do you find living in Australia?

Qualifications and/or training

Have you got your Year 10 or Year 12 certificate?
Have you got your trade certificate with you?
Are your qualifications recognised in Australia?

Previous experience

Can you tell me a bit about your work background?
What experience have you had?

Experience in Australia

Have you had any experience in Australia?
Have you had any local experience?

Your skills

What skills do you bring to this job?
What are your strengths?

Reasons for your interest in the job

Why do you want the job?
Why do you think you would be good at this job?

Other requirements

Would you be prepared to wear a uniform?
Have you got your own transport?

Your questions

Is there anything you'd like to ask?
Have you got any questions?
Is there anything else you'd like to know?

Worksheet 3: Showing you are the right person

Why do employers want to interview you? How can you show them you are the person they are looking for?

A. Match what this employer wants with what the applicant can do.

Employer

1. I want someone who is well-organised and keen.
2. I want to check that this person's work experience is genuine.
3. I'm looking for someone who is well-presented for dealing with the public.
4. This person's English must be adequate for the job.
5. I'm looking for someone who will be punctual.
6. I want to make sure this person really has the qualifications they say they have.
7. I want someone who will stay with my company.

Applicant

- a. I will make sure I arrive five minutes early for the interview.
- b. I will take my original qualifications and the translations to the interview.
- c. I will show that I am very interested in this job and that I could see my future in the company.
- d. I will dress neatly for the interview, be ready to shake hands with the interviewer and show a positive attitude.
- e. To show that I'm organised and interested in the job I will find out about the company before I go to the interview.
- f. I will be ready to explain what I did in my previous jobs and provide referees.
- g. I know my English isn't perfect but I will speak clearly and give full answers to the questions. If I don't understand the question, I will ask for clarification before I answer.

B. List some of the things you should do **before** and **at** an interview.

Example

Be well presented.

Worksheet 4: Mei-Lien's interview



Read the interview and answer the questions.

- Barbara:** Hello Mei-Lien. My name's Barbara Parkes and I'm the Director here. Please sit down. Did you have any trouble finding us?
- Mei-Lien:** Hi Barbara. No not at all. I checked my street directory before I came. It only took me about twenty minutes by bus.
- Barbara:** Well that's not long at all. Now, Mei-Lien I see from your resume that you are working at the moment, at Collins TAFE. Can you tell me why you are interested in this job?
- Mei-Lien:** Yes, I've been quite happy at TAFE for the last two years, but it's just that I don't see much future there. I'm interested in this job because I've always liked the idea of working in a small organisation and working where there are young children.
- Barbara:** Oh, good, well there are plenty of young children here! Now, the position you have applied for is largely to do with money. For example, sending weekly accounts to the parents, processing payments, calculating government benefits and so on. It can be quite complicated, so how would you cope with that, do you think?
- Mei-Lien:** I don't expect it would be a problem. Part of my job at TAFE is to help process hundreds of student payments every term. And in my previous job I helped the accountant prepare the annual inventory. So altogether, I think I've had a wide experience in finances and budgeting.
- Barbara:** Well, your budgeting experience would definitely be an advantage here. Part of the job is to help work out the yearly budget.
- Mei-Lien:** That would be no problem. Do you mind if I ask what software you use?
- Barbara:** We use Lotus Spreadsheet and Money Care.
- Mei-Lien:** I know Lotus, but I'm not familiar with the other one, but I'm sure it would be similar to the ones I've used before. I could do a training course in my spare time if necessary.
- Barbara:** Good. Now, the other important part of this job is people skills. The person in this job has to talk to a range of people, parents, staff, tradespeople and so on... both on the telephone and face to face. How do you think you'd go with that?

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- Mei-Lien:** Well, I know that my English isn't perfect, but I cope well in most situations. I've learned a lot of telephone skills in my present job and I am a willing learner. And if there's something I don't understand, I ask and I always remember it for next time.
- Barbara:** Well, that all sounds very good. Now one more thing I wanted to talk to you about is our social program.
- Mei-Lien:** Sorry, what do you mean by social program?
- Barbara:** Well, a few times a year we have social events, where staff and parents get together for a couple of hours in the evening. It's a time for the parents to ask questions about their children in an informal atmosphere. Of course we don't force anyone, but I believe it's good if the staff come along to these. How would you feel about that?
- Mei-Lien:** Oh yes. I would be happy to join in.
- Barbara:** Well that's about it. Do you have any questions you would like to ask me?
- Mei-Lien:** Yes, are there any Chinese families who use the centre?
- Barbara:** Yes, I think we have four or five children with Chinese background. Why do you ask?
- Mei-Lien:** Because I thought my languages might be useful. I speak Mandarin and Cantonese and some Hokkien.
- Barbara:** Oh good. Yes, that could be very useful.
- Mei-Lien:** And can I ask what the working hours would be if I got the job?
- Barbara:** Well, I would expect you to be here from 8.30 to 4.30.
- Mei-Lien:** That's fine. And lastly, when can I find out if I've got the job or not?
- Barbara:** We'll know by Friday, so we'll ring all the applicants and let them know. OK?
- Mei-Lien:** That's fine, thank you. Goodbye Barbara.
- Barbara:** Yes, goodbye Mei-Lien. Thank you for coming.

1. What type of job is Mei-Lien applying for?

2. Why does she want this job?

3. Why does she want to leave her present job?

4. In what type of organisation is the job?

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5. How did Mei-Lien show she was interested in the job and prepared to be involved in the organisation?

6. Why does the applicant for the job need to speak English well?

7. What questions did Mei-Lien ask Barbara?

8. Why do you think Mei-Lien asked the question about the Chinese children?

9. Did Mei-Lein's interview go well? _____

Tick what she did.

- She made sure she knew how to get to the interview.
- She gave full answers to the questions.
- She explained clearly how her skills and experience were suitable for the job.
- She showed that she was interested in the job.
- She showed a positive attitude.
- She showed she was willing to do more than the minimum requirements of the job.
- She asked questions at the end.

Worksheet 5: An interview

A. Read the job advertisements and choose a job that would be suitable for you.

1.

Qualifications:	Technical College Certificate
Experience:	At least three years experience
Desirable:	Advanced Certificate in Hair Colour
Hours of work:	Tuesday to Saturday, 10 am – 7 pm
Salary:	Negotiable depending on experience
Contact:	The owner, Beauty4U
Telephone:	0421 444 212

2.

Qualifications:	Bachelor of Education
Experience:	Previous teaching experience essential
Desirable:	Experience teaching ESL
Hours of work:	38 hours/week
Salary:	\$60,000 per year
Contact:	The Headmaster, Sunnyhill Primary School, Sunnyvale
Telephone:	20 14 63 90 (business hours)

3.

Qualifications:	Not necessary
Experience:	No experience necessary
Desirable:	Previous experience in a restaurant
Hours of work:	5 pm to midnight Friday to Sunday
Salary:	\$16 per hour
Contact:	The Manager, Waves Restaurant, Brighton
Telephone:	9998 4501

4.

Qualifications:	Not necessary
Experience:	Training provided
Desirable:	Previous experience in supermarket or similar
Hours of work:	3 pm – 7 pm weekdays, 9 am – 4 pm weekends
Salary:	\$17 per hour
Contact:	Marie at Corner Supermarket, Coogee
Telephone:	8877 5026 or in person

5.

Qualifications:	Not necessary
Experience:	Able to operate a lawnmower
Desirable:	Previous gardening experience
Hours of work:	10 hours per week
Salary:	\$16 per hour
Contact:	Jim, The Links Golf Club, Kensington
Telephone:	0408 567 987 (business hours)

6.

Qualifications:	Technical College Certificate (Catering)
Experience:	At least 5 years experience
Desirable:	Previous experience in a 5 star hotel
Hours of work:	Tuesday to Saturday, 11 am to 10 pm
Salary:	\$45 per hour
Contact:	The Manager, Starcity Hotel, Sydney
Email:	email resume to jobs@starcityhotel.us

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*B. Imagine you are going for an interview for the job and you want to prepare for the interview.
Answer the questions and be positive about yourself.
Write the main points.*

1. Why would you want this job?

2. How suited are you to the job?

a. What qualities can you bring to this job?

b. What skills have you got to do this job?

c. What experience have you had in this kind of work?

d. What training or qualifications have you got for the job?

3. What questions would you ask about the job?
