**INGLES II 2DO PARCIAL ORAL JOB INTERVIEW**

**Part b.**

Asking and answering questions on the job interview, changing roles

PART TIME POSITION: LEGAL ASSISTANT FOR A NATIONAL COMPANY

In pairs, students role-play a job interview situation. ***Teachers can ask questions as well***

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| --- | --- |
| STUDENT A   INTERVIEWER | STUDENT B      APPLICANT |
| ASK ABOUT PERSONAL INFORMATION  e.g. what can you tell me...? | TALK ABOUT YOURSELF |
| WORK EXPERIENCE  Have you ever ...? | TALK ABOUT YOUR PREVIOUS EXPERIENCE IN A PART TIME JOB |
| INTEREST FOR THE POSITION  Why are you interested ...? | GIVE **TWO** REASONS WHY YOU WANT THE POSITION |
| STUDENT B INTERVIEWER | STUDENT A    APPLICANT |
| ASK ABOUT REASONS FOR LEAVING YOUR LAST JOB  Why did you leave ...? | EXPLAIN WHY YOU WERE FIRED |
| ASK ABOUT STRENGTHS  What is your greatest strength? What do you consider ...? | MENTION TWO OF YOUR GREATEST STRENGTHS |
| ASK ABOUT THE APPLICANT’S FUTURE IN THE COMPANY.  How do you see yourself ...? | TALK ABOUT YOUR EXPECTATIONS |

* Have you ever written a CV?

Yes, I have. I have written many

Yes, I have. I wrote a hundred last month but I haven’t found a job yet.

No, I haven’t.

* Have you ever applied for a job?

Yes, I have. I applied for Google program but I didn´t get the job.

Have you ever attended a job interview?

Yes, I have, twice. Last year I attended an interview on line.

* Have you ever had a full time job?

No, I haven’t. I only had part time ones because I don’t have time for my studies.

Have you ever had your own business?

Have you ever worked on your own?

No, I haven’t. I only had a temporary job in my father’s company

I have always wanted to be a teacher

I have (always) wanted to be a…………. since I was a child./ all my life)

I have always wanted to have a PhD /a mansion/ a big closet / a wardrobe/

I have never swam naked

I have never got drunk

I have never jumped off a plane in a parachute

I have never traveled abroad

I have never ridden a roller coaster

I have never eaten sushi

**PERSONAL INFORMATION**

What can you tell us/me about yourself?

Can you tell me something about yourself?

Tell me something about yourself

Do you live near here?

Do you have any children?

Are you planning to get married?

**STUDIES**

What program are you taking?

Are you a graduate?

Do you have a Masters’ Degree?

Which is your highest diploma?

**PERSONAL FEATURES, OTHERS’ OPINION**

How would you describe yourself?

How would your friends/boss describe you?

How would you be described by your friends?

What are you like as a team leader?

**STRENGHS AND WEAKNESSES**

As I can see, your greatest strength is not to be punctual. So what about your weaknesses?

What do you consider your greatest weakness

**INTEREST FOR THE POSITION,**

Why are you interested in this position?

**POSITIVE AND NEGATIVE POINTS**

What do you find attractive about this job?

What do you find unattractive about this job?

What don’t you find attractive?

What do you like best/most about the job?

**LIKES AND DISLIKES**

What kind of tasks do you like doing / prefer?

What did you most enjoy about your last job?

What didn’t you like about your last job?

Is there anything you don’t like about this area?

**WORKING ENVIRONMENT**

How would/could you describe your ideal working environment?

What is your ideal working environment like?

**REASONS FOR LEAVING YOUR LAST JOB**

When/ Why did you leave your last job?

Why were you fired from your last job?

**JOB EXPERIENCE, IMPORTANT FACTS FOR THE COMPANY**

Have you ever worked for a in the area of …

/as a..?

had a permanent job?

What can you offer / give our company?

**INTER RELATIONSHIPS - AUTHORITY – CRITICISM – RISKS – success**

How do you deal with …?

Do you accept …?

Have you ever taken any risks?

Have you ever Unnecessary risks at work?

Have you ever had a remarkable success?

Have you ever made a risky decision at work?

**FUTURE IN THE COMPANY**

How do you see yourself in 5 years?