

## THINK IT OVER

### READING

What you need to know about a job interview

In order to make a good impression during a job interview, you need to prepare yourself for the interview. You must arrive in plenty of time for the interview, so that you give yourself a little time to relax before the interview begins.

You have to look your best for the interview. The impression you make as you walk into the room is very important. Try to find out if the company or organization has any rules about dress. Then try to dress according to their regulations. If they don't allow their staff to come to work in casual clothes, you may ruin your chances for a job by wearing the wrong sort of clothes to the interview.

You also need to plan what you are going to say. In some interviews you will have to do a lot of talking, and in others you will only have to answer a few questions about your education and experience. You need to have answers ready about yourself, your school work, your strong points, your reasons for applying for the job, and the salary you expect.

You will also be allowed to ask some questions of your own. The questions you ask will show the interviewer that you have given careful thought to the position. You can ask questions like these:

What duties will I have to do in this job?

Will I be allowed to join a health insurance programme?

Does the company provide opportunities for further education?

You must also try to find out as much as you can about the company you want to work for.

You can get information about the company by talking to someone who works there, or by asking for copies of the company's booklets, brochures, or advertising.

## UNDERSTANDING

Indicate if the following are very important or not important, during an interview.

Very important   Not important

}. The type of clothing you wear

Talking about your parents .

Asking if the office you will be working in is air -conditioned

Talking about your hobbies, the TV programmes you watch, and who your friends are

Asking [or more information about the job you Applied for

Asking the interviewer personal questions

Arriving at least 15 minutes before the Interview

S. Preparing what you want to say before the interview

Taking a letter from your bank showing how much is In your bank account

Finding out about the company you wish to work for Before going to the interview.

11. What do you think the following ideas ')

}.      Only an attractivl;; person will be successfui during an interview\.

You shouldn't say much during the interview. Listen only.

The main thing 10 remember is to be well prepared for the interview\

You should ask a question about the salary during the interview.

## STAGES IN THE INTERVIEW

An interviewer starts out with a deliberate plan. For a short interview of between five and eight minutes, this might be :

introduction ( polite social questions to put learner at ease)

find level ( series of questions and topics to establish level against a specific scale )

check Questions ( above and below the established level, to confirm that it is right)

For a longer interview of between ten and fifteen minutes:

introduction and warm-up

establish approximate level

fine-tune level-several more topics/questions at about the light level ( and a little above) to offer the learner the opportunity to improve his rating,

d) elicit learner's opinion on his oral ability

on his overall proficiency

on his own strengths and weaknesses in the language

and perhaps, offer the opportunity to correct one or two earlier errors,

feedback and wind-up: if possible, tell the learner the result; invite any comment; end the interview.

Interviewer chooses her questions and comments to fit the purpose of each stage,

When she feels the function of one stage has been achieved, she moves on to the next, trying to make the transition as smooth as possible,

In the earlier stages, the interviewer will take care to help the learner's confidence by filling awkward pauses, perhaps providing words the learner is searching for, glossing over major errors of communication, and speaking clearly. As the interview progresses, and the learner waxes to the procedure, the interviewer should try to pull back a bit, and to give the learner more space.

In particular, the interviewer should be careful not to : over-correct errors ( an instinctive teacher habit) fill pauses or silences automatically

interrupt unless necessary

impose her own opinion unnecessarily