

## English job interviews match questions and answers

*Instructions: Cut up the worksheet below into a pack of cards. Mix up the cards and try to find two questions that mean the same thing. Then find two possible answers to those two questions.*

|                                                                |                                                                       |                                                                                            |                                                                             |
|----------------------------------------------------------------|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| Do you have any questions for us?                              | Is there anything you would like to ask?                              | No, I think you've told me everything I need to know thanks.                               | Yes, I have 20 or so questions for you, if that is okay.                    |
| <u>What are your main weaknesses?</u>                          | What areas do you most need to improve on?                            | I am naturally a bit impatient, but since I took up yoga I am much calmer at work.         | I often get angry.                                                          |
| How would your colleagues describe you?                        | Tell us something about your personality.                             | I think most people would say I am quite serious at work but also good fun when we go out. | I am stressed at work, so maybe my colleagues don't see my real personality |
| <u>Why did you decide to leave your last job/ present job?</u> | <u>Is there any special reason why you've decided to move on now?</u> | My boss is very aggressive.                                                                | I have learnt a lot in my company, but I am ready for a new challenge.      |
| <u>What was your greatest accomplishment?</u>                  | <u>Can you give us one example of something you have achieved?</u>    | In my previous position I helped my team double sales.                                     | I single-handedly forced my company to install a new computer system.       |
| <u>What do you know about our company?</u>                     | Is there anything about this company that made you choose us?         | I've been reading a lot about your industry, and you seem to have some original ideas.     | My wife wants me to work for a big, well-known company.                     |

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|---------------------------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| Why should we choose you for this job?                              | What do you have to offer this company?                                   | As I haven't worked in this sector, I can bring in ideas from other industries I know.        | I know several secret marketing plans from my company I can let you know                   |
| <u>What are your professional ambitions?</u>                        | <u>Where do you see yourself in five years' time?</u>                     | Maybe management, but the important thing is to keep developing                               | I think I could be a good CEO.                                                             |
| <u>Please give us an example of overcoming difficulties at work</u> | <u>Can you think of any problems you have had to solve in your job?</u>   | My new colleague was completely incompetent, but I trained him up and it was okay.            | I undertook some cross-cultural training that really helped working with a foreign boss.   |
| <u>Would you say you are a natural leader?</u>                      | <u>Does leadership come naturally to you?</u>                             | I don't think I would say that, but I have learnt a lot about leadership in the last 5 years. | Yes, I think so. I've always thought that about myself.                                    |
| <u>How is your experience relevant to this job?</u>                 | <u>Do you think your previous jobs are good preparation for this one?</u> | It's basically exactly the same job as what I will be doing with you.                         | Although it seems different, the skills of teamwork and detailed planning are very similar |
| <u>Can you work under strict deadlines?</u>                         | <u>Do you have the ability to stay calm under pressure?</u>               | Yes. I am a very calm person.                                                                 | I believe so. I have shown that ability over several big projects in the last 12 months.   |
| <u>How do you feel about moving abroad for you job?</u>             | <u>Does working abroad appeal to you?</u>                                 | It's not something I've really thought about, but it sounds like a great challenge.           | That is my childhood ambition. I would really love to do that.                             |
|                                                                     | <u>How have your</u>                                                      | Nothing special. I've                                                                         | Computers were                                                                             |

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|----------------------------------------------------------|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| <u>What skills have you learnt</u> in your present job?  | skills <u>developed over the last few years?</u>                               | always found my present job quite easy.                                                    | totally new, so though I've still got lots learn that has improved                     |
| <u>What experience do you have of</u> ISO certification? | <u>Have you been involved in</u> ISO certification <u>before?</u>              | It would be a completely new experience.                                                   | I don't have any experience of exactly that, but my previous job was quite similar.    |
| <u>When can you start?</u>                               | <u>When are you available to take up</u> the position if it is offered to you? | I'm supposed to give them 2 weeks' notice, but I could phone in sick if you want me sooner | If you could let me know by next week, I could start at the beginning of the new year. |

*In each pair of answers there is one good answer and one bad one, which one is which?*

*Use the underlined phrases to make other similar questions.*