

Marcia and Philip discuss the applications they've received and the interview format.

## Tasks

Do the preparation task first. Then watch the video and do the tasks. You can read the transcript at any time.

### Preparation task

Match the definitions (a–h) with the vocabulary (1–8).

#### Vocabulary

1. .... a CV
2. .... a job application
3. .... a candidate
4. .... a shortlist
5. .... a profile
6. .... standard
7. .... to discard
8. .... to submit

#### Definitions

- a. a request to be considered for a job
- b. to take away something that is not useful
- c. to give a document to somebody in authority (e.g. a teacher or manager)
- d. a summary of your education and work experience (short for 'curriculum vitae')
- e. a person who applies for something
- f. a list of people who are suitable for a job; the person who will get the job will be chosen from this list
- g. a short description of somebody, their work or life
- h. usual or normal

### Task 1

Are the sentences true or false?

|  | <b>Answer</b> |       |
|--|---------------|-------|
| 1. Philip is surprised at the number of applications they received.  | True          | False |
| 2. Marcia wants to interview every applicant who sent a CV.  | True          | False |
| 3. Marcia thinks two of the candidates are very strong.  | True          | False |
| 4. In the interview, Marcia and Philip decide to ask specific questions first and general questions later. | True          | False |
| 5. In the interview, the candidates will need to give a presentation about the company's future.           | True          | False |
| 6. Philip has a good feeling about the interviews.   | True          | False |

**Task 2**

Write the CV writing tips in the correct group.

|                              |  |
|------------------------------|--|
| use unusual fonts or colours | detail your education and work experience              |
| make a ten-page-long CV      | use an unprofessional photo                            |
| mention your language skills | highlight your strengths that are relevant to this job |

| <b>Do</b> | <b>Don't</b> |
|-----------|--------------|
|           |              |

**Discussion**

What tips do you have for preparing a CV?

## Transcript

**Philip:** So, how many applications did we get, Marcia?

**Marcia:** Well, overall we've got over 200!

**Philip:** That many?

**Marcia:** Yes, but most of which we can discard right away ... people who don't have the right experience, qualifications, that kind of thing.

**Philip:** Of course.

**Marcia:** ... and then we get the people who submit ten-page-long CVs, or CVs in comic book font, or green ink, or ... they attach a photo of themselves disco dancing, you know the kind of thing? So, I've whittled down the serious candidates to a shortlist of 12 people.

**Philip:** And we'll interview all of them?

**Marcia:** I think we should but, obviously, I'll let you have a look first.

**Philip:** Great. So, who have we got then?

**Marcia:** Well, I think we've got some pretty strong candidates. Two in particular.

**Philip:** They have the right kind of profile?

**Marcia:** I'd certainly say so. Strong educational background, experience in multinational sales, language skills ...

**Philip:** Good. I look forward to meeting them.

**Marcia:** So, I'd say we do the standard interview format.

**Philip:** Sure.

**Marcia:** A few general questions, then on to specifics.

**Philip:** Yes, exactly. I want to hear specific details of when they've solved problems.

**Marcia:** Yes, and then something about 'vision', as you put it.

**Philip:** Yes ... what do you think about a brief presentation?

**Marcia:** I think that's a good idea. We could ask them to give a short presentation on where they see the company going and how they see themselves taking us there.

**Philip:** Great! You know something? I'm really looking forward to this!

## Answers

### Preparation task

1. d
2. a
3. e
4. f
5. g
6. h
7. b
8. c

### Task 1

1. True
2. False
3. True
4. False
5. True
6. True

### Task 2

| <b>Do</b>   | <b>Don't</b>   |
|---|--|
| detail your education and work experience<br>mention your language skills<br>highlight your strengths that are relevant to this job | use unusual fonts or colours<br>make a ten-page-long CV<br>use an unprofessional photo |