

Marcia calls the candidates to give them details of the interview.

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. an interview panel
2. a personal statement
3. a procedure
4. a presentation
5. to reimburse
6. a flip chart
7. a data projector
8. travel expenses

Definitions

- a. a series of steps that you follow in order to do something
- b. to pay back money to somebody who spent it for an official or approved reason
- c. the costs of going somewhere for work, including food, accommodation and transport
- d. a group of people who ask you questions during an interview
- e. a short statement required for some job applications in which you introduce yourself and explain your interest in the job
- f. a formal talk in which you explain a topic or an idea to an audience
- g. a very large pad of paper on which you can write, draw or show information to an audience
- h. a projector that connects to a computer, so that you can show your computer screen on a large screen

Task 1

Write a number (1–6) to put the stages of the interview process in order.

- _____ Refund of the costs of getting to the interview
- _____ Short talk on the company's future
- _____ Arrival and meeting
- _____ Specific questions about problems and successes at work
- _____ General questions about education and work history
- _____ Questions to Philip and Marcia about the job or company

Task 2

Put the words in order to make sentences.

1. you. Marcia. Hi, hear from Great to
2. Will of the you interview panel? the only members be
3. will What asking? kind of be questions you
4. I Will a formal be give presentation? expected to
5. I'll a presentation! of something. OK, think
6. meeting forward to look great. OK, you. I

Discussion

What did you have to do in your last job interview? What questions were you asked?

Transcript

Marcia: Hi, I'm Marcia Boardman. I'm calling from WebWare.

Daniel: Oh, hi, Marcia. Great to hear from you.

Marcia: You'll have already been told you've been shortlisted for interview ...

Sarah: Oh, yes, great ... hello? Can you hear me?

Marcia: Yes ... Is it OK if I call you now? Would you like me to call you back later?

Sarah: Erm, no, no, no, that's OK.

Marcia: Good. Well, we're very excited about meeting you. OK, I just want to talk you through the procedure for the day. Someone will meet you when you arrive, reimburse you for any travel expenses you may have, and then bring you up to meet myself and Philip Hart, the CEO.

Daniel: OK, sounds good. So, will you be the only members of the interview panel there, then?

Marcia: Yes, it'll be just me and Philip who will talk to you. The interview will be in three parts. First of all we'll ask you some general questions about yourself and your educational and professional background, then we'll move on to specifics.

Sarah: Oh, er, specifics? Erm, well, er, what kind of questions will you be asking?

Marcia: Well, it'll be very similar to the personal statement you submitted with your CV. We'll be expecting you to give actual examples of problems you've faced and solved, and of what you feel are your major successes in your career so far.

Daniel: OK, well, yeah, that sounds great. Can't wait!

Marcia: Then there'll be a chance for you to ask us any questions about the job itself or WebWare in general.

Sarah: Oh, erm, OK. I'll think of something!

Marcia: After that, we'd like you to give a short presentation on how you see WebWare as a company progressing, and how you see yourself taking us there.

Daniel: OK, so will I be expected to give, like, a formal-style presentation?

Marcia: It can be as formal or as informal as you like. There'll be a flip chart and a data projector there available. If you need anything else, just let us know.

Sarah: Oh, erm, OK, a presentation! Erm, I'll think of something. I haven't done one of those in a while ...

Marcia: Is that all clear? Great. So, Daniel, I'll see you at 11 a.m., a week tomorrow.

Daniel: OK, great, yeah, I look forward to meeting you! Thanks, bye.

Marcia: OK, so, Sarah, we'll be seeing you at 1 p.m., a week tomorrow. Best of luck!

Sarah: Oh, thanks. I'll need it!

Answers

Preparation task

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

Task 1

1. Arrival and meeting
2. Refund of the costs of getting to the interview
3. General questions about education and work history
4. Specific questions about problems and successes at work
5. Questions to Philip and Marcia about the job or company
6. Short talk on the company's future

Task 2

1. Hi, Marcia. Great to hear from you.
2. Will you be the only members of the interview panel?
3. What kind of questions will you be asking?
4. Will I be expected to give a formal presentation?
5. OK, a presentation! I'll think of something.
6. OK, great. I look forward to meeting you.