



JOB INTERVIEWS & PREPARATION

Students get ready for a job interview.

Includes: Top 10 Job Interview questions game & video
Job interview preparation questions. Unusual questions.
Be the interviewer, prepare questions
Job application generic form
Job interview role play task and task cards



THE TOP 10

JOB INTERVIEW QUESTIONS



1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

THE TOP 10

JOB INTERVIEW QUESTIONS



1. Tell us a little about yourself.
2. What do you know about our company?
3. Why have you applied for the job?
4. What experience have you had in this type of work?
5. Why did you leave your last job?
6. What do you look for in a job?
7. What are your weaknesses?
8. Why should we hire you?
9. Where do you see yourself in 10 years?
10. Do you have any questions for us?

Practice Interview Questions

What can you tell me about yourself?

Why do you want to work for this company?

Why have you chosen this field as your career?

Why did you leave your last job?

What salary do you expect?

What are your career objectives five years from now? Ten years from now?

What do you feel your strong points are? Your weak points?

Which courses did you enjoy most in school?

Have you had trouble with any courses in school? Why?

How would you describe yourself?

How has your education prepared you for this position?

How do you define success?

In what way do you think you can make a contribution to this company?

What type of relationship do you feel should exist between a supervisor and subordinates?

What was your most rewarding experience during school?

Do you have plans to continue your education?

What have you gained from your extracurricular activities?

Are you more comfortable working in a large group or with just a few people?

How do you think you work under pressure?

What do you know about this company/job?

What do you feel is the most important aspect of a job?

Are you willing to relocate? Travel? Work overtime?

How do you spend your spare time?

How well do you get along with other people?

Why should I hire you?

The Most Unusual Job Interview Questions:

Read these unusual job interview questions. What would you answer if you were asked these questions?

1. If you needed to get rid of one of the US states, which one would you choose? Forrester.
2. How many cows are there in Canada? – Google.
3. How many blocks you should walk to cover the distance equal to the height of Empire State building? – JetBlue.
4. Imagine a penguin in a sombrero walking into this room. What would he tell you about the purpose of the visit? Clark Construction Group.
5. What songs reflect your attitude to work? – Dell.
6. One of the richest men in the world comes up to you and gives you \$ 1 mln to implement your best business idea. Which one?– Amazon.
7. What do you think about when you are alone in your car? – Gallup.
8. How many points would you give to your memory? – Marriott.
9. Name three recent Nobel prize Laureates. – BenefitsCONNECT.
10. Can you repeat a tongue twister: Peter Pepper Picked a Pickled Pepper and make a customer buy a washing machine along with the product they have already chosen? – MasterCard.
11. If we came to have dinner at your place, what would you cook? - Trader Joe's.
12. How would people communicate in a ideal world? – Novell.
13. How do you make tuna sandwiches? – Astron Consulting.
14. How to calculate the number of windows in NYC? – Bain & Company.
15. Have you ever stolen a pen from work? – Jiffy Software.
16. What celebrities would you chose to play your parents and yourself in a movie version of your life? – Urban Outfitters.
17. Give me an instruction on how to cook scrambled eggs. – PETCO.

Write your own “unusual” job interview question to challenge and test an interviewee.

Job Interview Worksheet

You've reviewed job applications and chosen your qualified candidates. Now, it's time for the interviews. Be prepared, and plan your questions in advance. Use this worksheet to develop a list of questions to ask each candidate for the job. Remember, it's always best to ask the same questions of all candidates so you can make a fair comparison.

Job Experience

- 1.
- 2.
- 3.

Job Skills

- 1.
- 2.
- 3.

Education

- 1.
- 2.
- 3.

Training/Certifications

- 1.
- 2.
- 3.

Time-management Skills

- 1.
- 2.
- 3.

Managerial Skills

- 1.
- 2.
- 3.

People Skills

- 1.
- 2.
- 3.

continues on next page

Job Interview Worksheet

Problem-Solving Skills

- 1.
- 2.
- 3.

Job Accomplishments

- 1.
- 2.
- 3.

Strengths/Weaknesses

- 1.
- 2.
- 3.

Interest In Your Company

- 1.
- 2.
- 3.

Attitude

- 1.
- 2.
- 3.

Other

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
-

APPLICATION FOR EMPLOYMENT

Please PRINT in ink and complete ALL information.

Name _____ Date _____
 Current Address _____ Phone _____
 City _____ State _____ Zip _____ How long? _____
 Previous Address _____
 Social Security Number _____ U.S. Citizen ___ Yes ___ No
 Type of Work Desired _____ Date you can start _____

EXPERIENCE

Company Name/Address	Dates	Type of Business	Duties	Salary	Reason for Leaving
	From To				
	From To				
	From To				
	From To				

EDUCATION

School Name/Address	Major Subjects	Graduated	G.P.A.	Degree
		Yes ___ No ___		
		Yes ___ No ___		
		Yes ___ No ___		

ACTIVITIES

School Activities (Indicate high school or college) _____

Professional Activities _____

Do you have any relatives or friends employed at his company at present? _____

If yes, give name, relationship, and division of employment _____

Have you ever worked for this company or any of its subsidiaries? _____

If yes, give date and name/location of division last worked _____

NOTE: Before signing the following statement, please review this application to make certain that you have answered all the questions that apply to you.

I declare that this application presents, to the best of my knowledge, an accurate statement of facts, and I have no objection to the company's conducting such investigation of these facts as it may deem advisable. This authorization shall be valid for one year from this date.

Applicant's signature _____ Date _____

JOB INTERVIEW ROLEPLAY

Preparation:

1. Divide class in to two major groups by having them randomly pick up a card which tells them who they will be:
 - + Group of employers (parent, shop owner, restaurant owner)
 - + Group of employees (who apply to be a tutor, shop assistant, and waiter/waitress)
2. Get students to prepare for their interview by answering the following questions:
 - For employers:
 - + What criteria of the position
 - + How much money do you want to pay
 - + ...
 - For applicants:
 - + Tell about your personal identification (Asked by the employer)
 - + Tell you strengths, best skills (Asked by the employer)
 - + Tell your biggest weakness (Asked by the employer)
 - + Tell your career goals, future plan (Asked by the employer)
 - + Advertise to sell yourself (Why they hire you)
 - + Tell your salary expectation
3. Set the tables enabling students to practice their conversations as employers and applicants.
4. Conclusion: Ask the employer to report about who wins, why they are chosen.

Index: Questions for the interview

- a. Tell about yourself
- b. What are your strengths, best skills ?
- c. What is your major weakness ?
- d. What are your career goals, future plans ?
- e. Why do we hire you ?
- f. What salary do you expect to have ? Explain?

HOW TO PLAY VIDEO TOP 10



It's a really easy game to play! An instant lesson with lots of language input for students and discussion. The theory behind this type of "materials light" approach is to focus on a task while students get comprehensive input through the language of the video.

1. PREPARE

Introduce the following language starters for students to use while brainstorming and discussing.

What about? How about ...? I think has to be there.

I vote for ... What do you think about ...? I suggest ...

... is a good bet. I'd go for ... Let's not forget about ...

I don't think so. ... isn't really that ... I don't agree with ...

2. TASK. Students brainstorm the topic using the blank worksheet.

3. CHECK. Play the video and students check how many answers they got correct.

4. SCORE. 1 point for each correct answer. 2 extra points if in the correct rank.

DISCUSS. What did students think was wrong in the video selections? What did they agree with?

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