#### Student name Date

**Student Packet Intermediate to Advanced**

**FIND AND KEEP A JOB**

###### 



*Photo courtesy of Pexels.com*

**Teacher’s Name**

**Class Time**

**Vocabulary Practice**

**Directions:** Please match the correct job with the correct picture (below).

Use the Jobs section in the *Heinle Picture Dictionary* or another picture dictionary available in class.

Write out the missing job for each sentence. The photos can be helpful.

1. A cuts and styles people’s hair.
2. An works in an office to manage money and finances
3. An \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ does jobs in a business with other people.
4. A helps to prepare pills and drugs for customers when they give her a prescription from their doctor.
5. This man is a \_\_\_\_\_\_\_\_\_\_\_\_\_. He works to put new buildings together.
6. This woman works in a television studio. She is a .
7. The two people in this photo help the community when there is a fire. They are .
8. This man works at a juice bar. He makes drinks. He is a .
9. This woman works on cars and trucks. She is a .
10. A makes fine components for computers.

A woman in a lab coat who is counting out pills.


A person standing behind a video camera.


*All photos in this document are courtesy of Pexels.com and are free to reuse.*

##### Job Application Skill Builder

Please write the correct information from the completed job application on the next page.

* 1. The name of the person or applicant who wants a job is .
  2. What is the date of this application? .
  3. Give the address of this applicant. .
  4. What is the e-mail address of this applicant? .
  5. What is the phone number of this applicant? .
  6. This person is available to work immediately. True False
  7. How much money does the applicant want from this job? .
  8. What school did this applicant go to for only one year? .
  9. What job does this person want? .
  10. When did this person start their previous job? .
  11. How much money did the applicant get when they left their last job? .
  12. Mr. Stapleton was this person’s .
  13. Mr. Carr was this person’s .
  14. What was the applicant’s previous job? .
  15. This person lost their previous job. True False
  16. Where did the applicant go to High School? .
  17. This applicant got a teaching credential from Cal State Fullerton. True False
  18. This applicant has both a teaching credential and a BA degree. True False

**Job Application Sample**

Directions: Study this sample. Note that there are 25 areas to complete for a good score.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **(1) Personal Information**  Last Name First Name Middle Name  **Loy Gabriella Eva** | | | | | Social Security  xxxxxxxxxxxxxxxxxxxxxx | | Date  **05/05/22** |
| **(2)** Present Address (Street, City) State  **12543 Black Pine Road, Orange**  State  **CA** | | | | | | | Zip Code  **92802** |
| **(3)** Home Phone  **714-655-8754** | | Business Phone  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | | | | **(4)** Email Address  [**geloy@yahoo.com**](mailto:geloy@yahoo.com) | |
| **Employment Desired (5)** Position Desired  **elementary school teacher** | | | | **(6)** Salary Desired  **$30.00 an hour** | | **(7)** Date Available  **in two weeks** | |
| **Education** | Name and Location of School | | Number of Years Completed | | | Did you Graduate? | Degree Received |
| High School | **(8) Diamond Bar High School Diamond Bar CA** | | **4 years** | | | Yes \_X\_\_ No | **(9)**  **Diploma** |
| College/ University | **(10) Cal State Fullerton University** | | **4 years** | | | Yes No | **(11)**  **BA Degree** |
| Trade/ Technical School | **(12) CA State Riverside University** | | **1 year** | | | Yes No | **(13)**  **Credential** |

**Employment History** List Previous or last employer first

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **(14)** From:  MO/YR **09/2008** | **(15)** From: **06/2010**  MO/YR | **(16)** Employer’s Name  **Litel Elementary Sch** | Address:  **Orange** | State and Zip Code XXXXXXXXXXXXXXX |
| **(17)** STARTING SALARY:  $ **10** PER **hr** | **(18)** ENDING SALARY:  $ **14** PER **hr** | **(19)** Job Title: **teacher’s assistant** | **(20)** Supervisor **Mr. Carr** | Telep**(**h**9**o**0**ne**9**:**) 898-7043** |
| **(21)**DESCRIPTION OF DUTIES:  **Assisted and helped the classroom teacher** | | | | |
| **(22)** REASONS FOR LEAVING: **Moved to the city of Orange** | | | | |
| **References:**  (List 2 references not related to you) | **(23)** 1. Name and Position: **(24)** 2. Name and Position: 3. Name and Position: Telephone: **Professor** Telephone: **Supervisor** XXXXXXXXXXXXXXXXXXXXXXX  **Mr. Stapleton (909) 568-1564 (909) 898-7043 Mr. Carr** | | | |
| **(25)Signature Ga b\_r i\_e\_l\_l\_a\_ E.\_L\_\_o\_y \_ Date** **Ma\_y,\_5\_,\_2\_0\_22** | | | | |

#### Task 1: Complete a Job Application

Student Name \_ Teacher

### Task One: Job Application

### Intermediate–Advanced Practice 1

**Directions**: SuPing Chen is looking for a job. Help SuPing get a job. Fill out her job application on the next page.

SuPing Chen lives at 6902 Douglas Street, El Monte, CA 91732. Her home phone is (626) 565-2783. Her e-mail address is [SuPing77@aol.com.](mailto:SuPing77@aol.com.) SuPing is looking for a job as an energy engineer. SuPing wants to be paid $100.00 an hour. She can start this week.

SuPing went to Good Fortune High School in Beijing, China for 4 years. She got her High School Diploma. Then, she went to Tsinghua University in Beijing, China for 4 years and got a Bachelor of Science Degree in Engineering. After that, SuPing went to the Institute of Technology in Beijing, China for 2 years. She received her diploma. SuPing’s engineering professor, Dr. Chang Zhong can recommend her. His number is (213) 444-0735.

SuPing started working full-time as an energy engineer in July 2001 at Hanergy Engineering in Beijing, China. SuPing started at $50.00 an hour, but later she was paid $75.00 an hour. Her duties included conducting energy assessments and participating in design meetings to identify cost-effective green energy strategies. SuPing left her job in November 2011 because she moved to the United States. Her supervisor was Mr. Huang. He can recommend SuPing. His phone number is: (964) 240-0016.

**Job Application**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **(1) Personal Information**  Last Name First Name Middle Name | | | | | Social Security  xxxxxxxxxxxxxxxxxxxxxx | | Date |
| **(2)** Present Address (Street, City) State | | | | | | | Zip Code |
| **(3)** Home Phone | | Business Phone  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | | | | **(4)** Email Address | |
| **Employment Desired (5)** Position Desired | | | **(6)** Salary Desired | | | **(7)** Date Available | |
| **Education** | Name and Location of School | | | Number of Years Completed | | Did you Graduate? | Degree Received |
| High School | **(8)** | | |  | | Yes \_X\_\_ No | **(9)** |
| College/ University | **(10)** | | |  | | Yes No | **(11)** |
| Trade/ Technical School | **(12)** | | |  | | Yes No | **(13)** |
| Other |  | | |  | |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **(14)** From:  MO/YR | **(15)** From:  MO/YR | **(16)** Employer’s Name | Address: | State and Zip Code XXXXXXXXXXXXXXX |
| **(17)** STARTING SALARY:  $ PER | **(18)** ENDING SALARY:  $ PER | **(19)** Job Title: | **(20)** Supervisor | Telephone |
| **(21)** DESCRIPTION OF DUTIES: | | | | |
| **(22)** REASONS FOR LEAVING: | | | | |
| **References:**  (List 2references not related to you) | **(23)** 1. Name and Position: **(24)** 2. Name and Position:  Telephone: Telephone: | | | |
| **(25) Signature \_ Date** | | | | |

**Employment History** List previous or last employer first.

Task 1: Complete a Job Application

Student Name \_ Teacher

### Task One: Job Application

### Intermediate–Advanced Practice 2

**Directions**: Mario Macias is looking for a job. Help Mario get a job. Fill out Mario’s job application on the next page.

Mario Macias lives at 5701 Rawlins Way, San Gabriel, CA. His home phone is (626) 562-0901. His e-mail address is [m\_macias@hotmail.com.](mailto:m_macias@hotmail.com) Mario is looking for a job as a plumber. He wants to be paid $28.00 an hour. Mario can start immediately.

Mario went to Great Oak High School in Temecula, CA for 4 years. Mario got his high school diploma. Then, he went to Rio Hondo College in Whittier for 2 years and got an AS Degree. After that, Mario went to the ROP program at Mt. San Antonio College in Walnut for 1 year. He received his certificate. Mario’s plumbing teacher, Mr. Benjamin Gorham can recommend him.

His number is (626) 388-1866.

Mario started working as a plumber in May 2002, at TLC Plumbing in West Covina. Mario started at $14.00 an hour, but later he was paid $25.00 an hour. Mario’s duties were to fix broken pipes, unclog toilets and drains and stop leaks. He lost his job in March 2009 because of the bad economy. His supervisor was Mr. Ted Carson. Mr. Carson can recommend Mario too. His phone number is (626) 667-0234.

**Job Application**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **(1) Personal Information**  Last Name First Name Middle Name | | | | | Social Security  xxxxxxxxxxxxxxxxxxxxxx | | Date |
| **(2)** Present Address (Street, City) State | | | | | | | Zip Code |
| **(3)** Home Phone | | Business Phone  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | | | | **(4)** Email Address | |
| **Employment Desired (5)** Position Desired | | | **(6)** Salary Desired | | | **(7)** Date Available | |
| **Education** | Name and Location of School | | | Number of Years Completed | | Did you Graduate? | Degree Received |
| High School | **(8)** | | |  | | Yes \_X\_\_ No | **(9)** |
| College/ University | **(10)** | | |  | | Yes No | **(11)** |
| Trade/ Technical School | **(12)** | | |  | | Yes No | **(13)** |
| Other |  | | |  | |  |  |

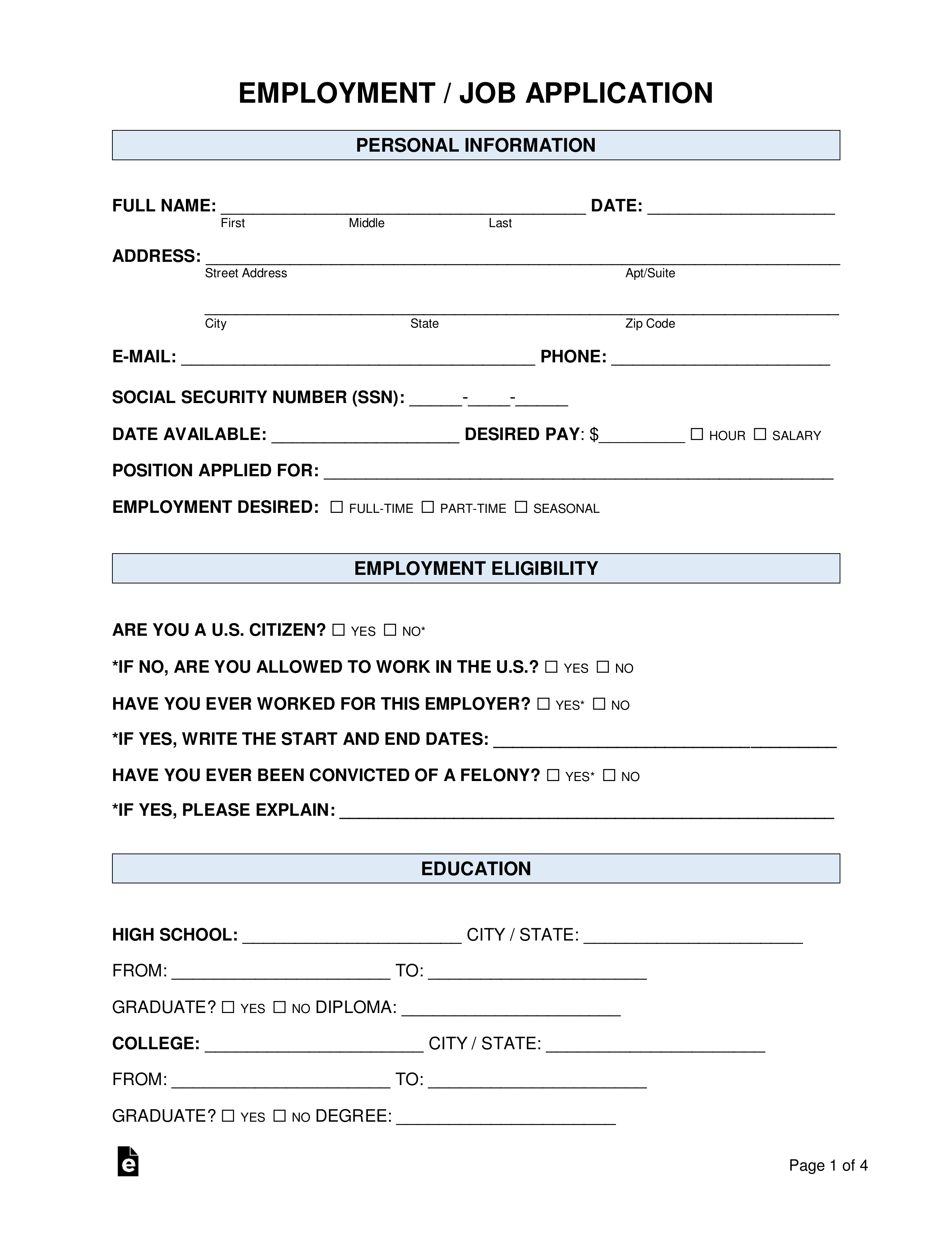
|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **(14)** From:  MO/YR | **(15)** From:  MO/YR | **(16)** Employer’s Name | Address: | State and Zip Code XXXXXXXXXXXXXXX |
| **(17)** STARTING SALARY:  $ PER | **(18)** ENDING SALARY:  $ PER | **(19)** Job Title: | **(20)** Supervisor | Telephone |
| **(21)** DESCRIPTION OF DUTIES: | | | | |
| **(22)** REASONS FOR LEAVING: | | | | |
| **References:**  (List 2references not related to you) | **(23)** 1. Name and Position: **(24)** 2. Name and Position:  Telephone: Telephone: | | | |
| **(25) Signature \_ Date** | | | | |

**Employment History** List previous or last employer firs

Task 1: Complete a Job Application

**Your Job Application**

You are looking for a job. Fill out your job application. You can use this in the future to fill out other job applications. You can use this to help write your resume. Do not write your social security number on this practice application. Keep your social security number in a safe place. Be ready to write your social security number on a job application when needed. If you can, memorize your social security number.



**Job Application**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **(1) Personal Information**  Last Name First Name Middle Name | | | | | Social Security xxx-xx-xxxx | | Date |
| **(2)** Present Address (Street, City) | | | | | | State | Zip Code |
| **(3)** Home Phone | | Business Phone | | | | **(4)** Email Address | |
| **Employment Desired (5)** Position Desired | | | | **(6)** Salary Desired | | **(7)** Date Available | |
| **Education** | Name and Location of School | | Number of Years Completed | | | Did you Graduate? | Degree Received |
| High School | **(8)** | |  | | | Yes No | **(9)** |
| College/ University | **(10)** | |  | | | Yes No | **(11)** |
| Trade/ Technical School | **(12)** | |  | | | Yes No | **(13)** |

**Employment History** List Previous or last employer first

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **(14)** From: MO/YR | **(15)** To: MO/YR | **(16)** Employer’s Name | | Address: | | State and Zip Code: |
| **(17)** STARTING SALARY:  $ PER | **(18)** ENDING SALARY:  $ PER | **(19)** Job Title: | | **(20)** Supervisor | | Telephone: |
| **(21)** DESCRIPTION OF DUTIES: | | | | | | |
| **(22)** REASONS FOR LEAVING: | | | | | | |
| **References:**  (List 2 references not related to you) | **(23)** 1. Name and Position: Telephone: | | **(24)** 2. Name and Position: Telephone: | |  | |
| **(25) Signature** **\_** | | |  | | **Date** | |

# Job Interview Behaviors

For each picture, decide if the job interview behavior is good or bad (circle one). Look at the behaviors at the bottom of the page. Write the name of the behavior in each box of the table. More than one answer is possible for some pictures.

Images courtesy of [The Noun Project](https://thenounproject.com/)

|  |  |  |
| --- | --- | --- |
| **1.** A woman wearing a low-cut blouse.  good / bad | **2.** A happy face on a woman in a suit.  good / bad | 3. A woman who is not smiling. good / bad |
| **4.** Two hands that are clasped.  good / bad | **5.** A face that shows the person doesn't know what to say.  good / bad | **6.** A man in a suit with his arms over his chest.  good / bad |
| **7.** A face with eyes rolled up.**A man with a beard and looking ahead.**  good / bad | **8.** A woman facing to the right. A woman facing to the left.  good / bad | **9.**  A woman who has a cigarette lit and smoke is apparent.  good / bad |
| **10.**  A person blowing a bubble.  good / bad | **11.** A man in a suit looking very pleased.  good / bad | **12.** A person sitting upright in a chair with interest.  good / bad |

**Behaviors:** Bad Eye Contact, Confident, Crossing Arms, Frowning, Good Eye Contact, Gum, Inappropriate Clothing, Nervous, Smiling, Smoking, Shaking hands, Good Posture

**Job Interview Words and Tips**

**Please write the missing words for each sentence. Use the words at the bottom of the page.**

1. Be on . Do not be late.
2. When you are late, it shows you are not .
3. Your body movements and gestures are your .
4. Wear clothes.
5. The employee is the worker and the is the boss.
6. Stand up .
7. Do not  .
8. Do not forget to .
9. When you are sure about your skills, you are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
10. Make eye .
11. Be when you go to your interview and have your paperwork.
12. Give a firm .
13. Say only things about yourself.
14. Be clean and well .
15. Do not wear too much or .
16. The people who say good things about you are your .
17. Do not fold your arms across your .
18. Do not gum during the interview.

body language smile handshake time references

confident groomed organized positive prepared

chest contact chew tall perfume

cologne employer professional slouch

### What to say in the job interview Questions

**Directions:** Is it OK to ask a manager these questions during a job interview? Write ‘Yes’ or ‘No’ after each question. If the answer is ‘No’, how could the question be rephrased to be appropriate? Add one more question. Ask it to your classmates to see what their answers are.

1. What are the job duties?
2. Are you married?
3. When does the job start?
4. Can you tell me about a normal workday?
5. How much vacation time do you offer?
6. What is the most difficult thing about this job?
7. How much money do supervisors like you make?
8. When will I hear from you about the job?
9. Do you provide training for this job?
10. Do you like working here?
11. When will I get a raise?
12. What do most employees like about this job?
13. How many children do you have?
14. Does this company provide childcare for workers?

**Answers**

**Directions:** Is it OK to give these answers to a manager during a job interview? Write ‘Yes’ or ‘No’ after each statement.

1. My friends tell me this is a great place to work.
2. My English is very bad. I have trouble understanding people.
3. I left my last job because I have anger management problems.
4. Former employees tell me that the work here is very easy.
5. I want more responsibility.
6. I hear this is a very boring place to work.
7. English is not my first language. I’m taking ESL classes and learning and speaking English every day.
8. I speak more than one language.
9. I do not have any weaknesses.
10. This job fits my skills and experience.
11. I do not know how to use the machines in your company.
12. I like the reputation of this company.
13. Your machines are different from the ones I used in my last job. I am sure I can learn how to use them.
14. I want to work in a job that gives me one hour for lunch.
15. I hated my boss at my last job.
16. I left my last job because I want a more challenging position.
17. I want to work somewhere with high standards.

**Welcome to your job interview!** Please circle the correct answers to these common

job interview questions. **More than one answer is possible for each question.**

###### 1. How are you today? 8. What is your greatest strength?

a. OK. a. I do not spend time with clients.

b. So-so, I’m a little nervous. b. I work well under pressure.

c. I’m fine thank you. c. I usually need to work overtime to finish.

d. Not so well. d. I am an excellent people person.

e. I’ll be fine if I get the job. e. I am a good trouble shooter.

###### 2. Did you have any trouble finding us? 9. What is your greatest weakness?

a. Yes, I missed the exit off the freeway, a. I get tired when I lift something heavy.

and I thought I was going to be late. b. I do not always ask for help when I need help. b. No, the office was not difficult to find. c. I hate solving difficult problems.

c. Yes, this office is in a bad location. d. I have a lot of experience in this line of work.

d. Yes, I could not read your address. e. I enjoy it when others call the shots instead of me. e No, it was no problem at all.

###### 3. Isn’t it great weather we’re having? 10. Why do you want to work for this firm?

a. Yes, the weather here is great. a. Working here provides excellent opportunities for

b. Actually, the weather in my country is better. advancement.

c. Yes, isn’t the weather beautiful? b. Why not? I have a lot to offer!

d. No, not really. c. I am impressed by the quality of your products and

e. Yes, if you like this kind of weather. I buy your products myself. I like them.

d. I hear this is a great place to work.

**4. Tell me about yourself.** e. Ask me again after I work here awhile.

a. I have a bachelor’s degree.

b. Ask me a question and I will answer. **11. How much do you expect to make in this job?**

c. I have a master’s degree in accounting. a. I will take whatever you want to pay me.

d. I have trouble keeping a job. b. It is negotiable.

e. I speak three languages. c. I hope to make a competitive salary.

d. How much are you able to pay me?

**5. What kind of position are you looking for?** e. I would expect to make the same as anyone else who has

a. What do you think is a good position for me? the same position.

b. I am interested in something where I can use

my skills and experience. **12. Why should I hire you?**

c. I am interested in a position with good money. a. I always give my best effort on the job.

d. Anything that does not require me to start b. Why not?

at the beginning. c. Do not hire me. You will be sorry!

e. I am interested in an entry level position. d. I was an ESL student at El Cajon Adult School.

e. I am bilingual, and a lot of your clients are from Mexico. **6. Are you interested in a fulltime or part time position?**

a. I did not think about that question. **13. Do you have any questions?**

b. Fulltime. I need money. a. Yes. How many holidays do we get off every year?

c. Part time. I do not want to work too much. b. Yes. How long before I get my first raise?

d. I prefer fulltime, but I am willing to work part time. c. Yes. Do you have an employee retirement plan?

e. I need either fulltime or part time. d. Yes. When do I start?

e. Yes. Do you have automatic deposit? **7. Can you tell me about your responsibilities at your last job?**

a. I was the supervisor for the Accounting Department **14. When can you start?**

b. I supervised the Accounting Department. a. Anytime. I’m eager to start work!

c. I worked with the Finance Department and prepared b. The week after next. I want to take a two week

quarterly performance reports. vacation before I start.

d. My work was confidential. I cannot talk about it. c. As soon as I graduate from college next year. e. My responsibilities in my last job were not important. d. Immediately.

e. Can you give me a few days to think it over?

EL Civics 33.7 Supplemental

Work Qualities

Strengths and Weaknesses for the Job Interview

Kate has a job interview. The manager asks Kate to name her strengths and weaknesses.

Kate wants to get the job. For each of her weaknesses, she wants to tell the manager how they could be strengths.

Please help Kate get the job. Find a strength for each of the weaknesses.

A woman at work sitting in a chair looking at a cell phone.

 A couple of women are working at a table with laptops.


|  |  |  |  |
| --- | --- | --- | --- |
| Number | Weaknesses | Letter | Strengths |
| 1. | I do not speak English as well as I would like. | A. | I work well in a group or on a team. |
| 2. | My supervisor must tell me what to do. | B | I speak more than one language. |
| 3. | When I need help, I don’t always ask for help. | C. | I enjoy working alone. I usually do not need any help on the job. |
| 4. | I don’t work well alone. I get easily distracted. | D. | I am willing to do what my supervisor tells me to do. |
| 5. | I don’t work well in a group. | E. | I am very teachable. I learn quickly. |
| 6. \_\_\_\_ | I don’t have a lot of experience in this kind of work. | F. | I try to listen to my co-worker’s opinions. |
| 7. \_\_\_\_ | I get nervous when I don’t have very much time to finish my work. | G. | I can usually do my job without asking for help. |
| 8. \_\_\_\_ | I get upset when my co-workers disagree with me. | H. | I do excellent work when I have the time to finish a job. |

Make a short list of your weaknesses. For each weakness you have, please write a strength for that weakness.

My weaknesses My strengths for each weakness

1.

2.

**EL Civics Intermediate-Advanced Task Two Roleplay: Job Interview Conversation Practice**

Please practice the job interview conversations with a partner. Use the sample dialogue and the information about each job candidate. Change the information as you practice each page.

Sample Dialogue:

**A: Good morning. My name is . I am the personnel manager. Please take a seat. Can you tell me about yourself?**

**B: I** am bilingual.

**A: What skills do you have to help you in this job?**

**B: I** am well organized and have good attention to detail. **A: Can you tell me about your experience, please?**

**B: Yes, I have** three years’ experience. **A: Are you working now?**

**B:** No, I am not working now.

**A: Why did you leave your job? or**

**Why do you want to leave your job?**

**(If you have a job now)**

**B:** My company relocated to another state. **A: Why do you want this job?**

**B:** I want more experience.

**A: What is your greatest weakness? B: I** do not work well alone.

**A: What can you tell me about your strengths? B: I** work well in a group.

**A: Can you give me two (2) reasons why I should hire you? B: Yes, I** am a hard worker and a fast learner.

**A: Do you have any questions?**

**B: Yes,** do you have opportunities for advancement?

**A: Thank you for coming in today.**

**We will let you know our decision next week.**

**B: Thank you.**



am bilingual

am well organized and have good attention to detail

three years’ experience

No, I am not working now

My company relocated to another state

I want more experience

do not work well alone

work well in a group

am a hard worker and a fast learner

do you have opportunities for advancement?

thank you

***Interview Dialogue with Candidate 1:***

**A: Good morning. My name is . I am the personnel manager. Please take a seat. Can you tell me about yourself?**

**B: I** \_\_\_\_\_\_\_\_\_\_\_\_.

**A: What skills do you have to help you in this job?**

**B: I** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A: Can you tell me about your experience, please?**

**B: Yes, I have** \_\_\_\_\_\_\_\_\_\_\_experience.

**A: Are you working now?**

**B:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**A: Why did you leave your job? or**

**Why do you want to leave your job?**

**(If you have a job now)**

. **A: Why do you want this job?**

**B:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**A: What is your greatest weakness?**

**B: I** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**A: What can you tell me about your strengths?**

**B: I** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**A: Can you give me two (2) reasons why I should hire you?**

**B: Yes, I** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**A: Do you have any questions?**

**B: Yes,** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

**A: Thank you for coming in today.**

**We will let you know our decision next week.**

**B: \_\_\_\_\_\_\_\_\_\_\_ you.**



work well on a team

can follow a schedule and keep good records

five years’ experience

Yes, I am working now.

This looks like a great place to work want to have opportunity to advance

get upset with co-workers who are lazy

always do well on the job and enjoy doing a good job

do you have continuing education for workers

Thank you

**Interview Dialogue with Candidate 2:**

**A: Good morning. My name is . I am the personnel manager. Please take a seat. Can you tell me about yourself?**

**B: I** \_\_\_\_\_\_\_\_\_\_\_\_.

**A: What skills do you have to help you in this job?**

**B: I** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A: Can you tell me about your experience, please?**

**B: Yes, I have** \_\_\_\_\_\_\_\_\_\_\_experience.

**A: Are you working now?**

**B:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**A: Why did you leave your job? or**

**Why do you want to leave your job?**

**(If you have a job now)**

. **A: Why do you want this job?**

**B:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**A: What is your greatest weakness?**

**B: I** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**A: What can you tell me about your strengths?**

**B: I** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**A: Can you give me two (2) reasons why I should hire you?**

**B: Yes, I** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**A: Do you have any questions?**

**B: Yes,** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

**A: Thank you for coming in today.**

**We will let you know our decision next week.**

**B: \_\_\_\_\_\_\_\_\_\_\_ you.**



have experience working overseas

am a great people person and provide excellent customer service

two years’ experience

No, I am not working now

moved to the U.S.

I need to make more money

do not handle conflict well, but I can take direction well

am confident I can do this job and am interested in working here

do you have direct deposit

Thank you

***Interview Dialogue with Candidate 3:***

**A: Good morning. My name is . I am the personnel manager. Please take a seat. Can you tell me about yourself?**

**B: I** \_\_\_\_\_\_\_\_\_\_\_\_.

**A: What skills do you have to help you in this job?**

**B: I** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A: Can you tell me about your experience, please?**

**B: Yes, I have** \_\_\_\_\_\_\_\_\_\_\_experience.

**A: Are you working now?**

**B:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**A: Why did you leave your job? or**

**Why do you want to leave your job?**

**(If you have a job now)**

**B: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**A: Why do you want this job?**

**B:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**A: What is your greatest weakness?**

**B: I** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**A: What can you tell me about your strengths?**

**B: I** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**A: Can you give me two (2) reasons why I should hire you?**

**B: Yes, I** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**A: Do you have any questions?**

**B: Yes,** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

**A: Thank you for coming in today.**

**We will let you know our decision next week.**

**B: \_\_\_\_\_\_\_\_\_\_\_ you.**



am always punctual

am good in math and am a very fast worker

one year of experience

No, I am not working now.

I immigrated to the U.S. six months ago.

I like the reputation of this company

get upset when co-workers do a bad job

work well as a member of a team

am not afraid to ask for help and I learn fast

do you have opportunities for extra work

Thank you

***Interview Dialogue with Candidate 4:***

**A: Good morning. My name is . I am the personnel manager. Please take a seat. Can you tell me about yourself?**

**B: I** \_\_\_\_\_\_\_\_\_\_\_\_.

**A: What skills do you have to help you in this job?**

**B: I** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A: Can you tell me about your experience, please?**

**B: Yes, I have** \_\_\_\_\_\_\_\_\_\_\_experience.

**A: Are you working now?**

**B:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**A: Why did you leave your job? or**

**Why do you want to leave your job?**

**(If you have a job now)**

**B: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**A: Why do you want this job?**

**B:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**A: What is your greatest weakness?**

**B: I** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**A: What can you tell me about your strengths?**

**B: I** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**A: Can you give me two (2) reasons why I should hire you?**

**B: Yes, I** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**A: Do you have any questions?**

**B: Yes,** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

**A: Thank you for coming in today.**

**We will let you know our decision next week.**

**B: \_\_\_\_\_\_\_\_\_\_\_ you.**



have experience working in an office

can type over 90 words a minute and I am well organized

six years’ experience

No, I am not working now. I can start right away.

I left my country and immigrated to the U.S

I need to get better job skills.

don’t have leadership experience

work well as a member of a team

am an efficient worker and I take direction well

do you have a benefit package?

I am very interested in working here. Thank you.

***Interview Dialogue with Candidate 5:***

**A: Good morning. My name is . I am the personnel manager. Please take a seat. Can you tell me about yourself?**

**B: I** \_\_\_\_\_\_\_\_\_\_\_\_.

**A: What skills do you have to help you in this job?**

**B: I** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A: Can you tell me about your experience, please?**

**B: Yes, I have** \_\_\_\_\_\_\_\_\_\_\_experience.

**A: Are you working now?**

**B:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**A: Why did you leave your job? or**

**Why do you want to leave your job?**

**(If you have a job now)**

**B: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**A: Why do you want this job?**

**B:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**A: What is your greatest weakness?**

**B: I** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**A: What can you tell me about your strengths?**

**B: I** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**A: Can you give me two (2) reasons why I should hire you?**

**B: Yes, I** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**A: Do you have any questions?**

**B: Yes,** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

**A: Thank you for coming in today.**

**We will let you know our decision next week.**

**B: \_\_\_\_\_\_\_\_\_\_\_ you.**



work efficiently

can explain discounts and answer customer questions

four years’ experience

Yes, I am working right now.

My company is going out of business soon.

I want more responsibility.

have limited computer skills

enjoy talking with people and I’m friendly

am very reliable and am always punctual

Are you open Saturdays?

I am very interested in working here. Thank you.

***Interview Dialogue with Candidate 6:***

**A: Good morning. My name is . I am the personnel manager. Please take a seat. Can you tell me about yourself?**

**B: I** \_\_\_\_\_\_\_\_\_\_\_\_.

**A: What skills do you have to help you in this job?**

**B: I** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A: Can you tell me about your experience, please?**

**B: Yes, I have** \_\_\_\_\_\_\_\_\_\_\_experience.

**A: Are you working now?**

**B:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**A: Why did you leave your job? or**

**Why do you want to leave your job?**

**(If you have a job now)**

**B: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**A: Why do you want this job?**

**B:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**A: What is your greatest weakness?**

**B: I** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**A: What can you tell me about your strengths?**

**B: I** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**A: Can you give me two (2) reasons why I should hire you?**

**B: Yes, I** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**A: Do you have any questions?**

**B: Yes,** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

**A: Thank you for coming in today.**

**We will let you know our decision next week.**

**B: \_\_\_\_\_\_\_\_\_\_\_ you.**



am good at working with other employees

am well organized and am a perfectionist

seven years’ experience

No, I am not working now. I can start right away.

I quit because I went back to school.

This company looks like an enjoyable place to work.

I don’t like talking on the phone.

am good at counting back change

am a fast worker and I am very accurate

Is it okay to use the Internet at work?

Thank you.

**EL Civics 33.7 Intermediate*-*Advanced Task 2: Your Job Interview**

Please write answers to the job interview questions on the lines below. Answer the questions about yourself. Please practice the questions and the answers with a classmate.

1. Good morning. My name is . I am the personnel manager. Please take a seat. Can you tell me about yourself?
2. What skills do you have to help you in this job?
3. Can you tell me about your experience, please?
4. Are you working now?
5. Why do you want to leave your job? or Why did you leave your job?
6. Why do you want this job?
7. What is your greatest weakness?
8. What can you tell me about your strengths?
9. Can you give me two (2) reasons why I should hire you?
10. Do you have any questions? **[Note: Intermediate Low—Advanced students must ask a question of the interviewer.]**

. Thank you for coming in today. We will let you know our decision next week.