

Job Interview - ANSWERS

Match the vocabulary with the definitions.

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|-------------------------------------|---|
| <u> E </u> 1. position | A. a chance to get a job |
| <u> K </u> 2. previous | B. does what he/she says he/she will do |
| <u> F </u> 3. experience | C. orderly; works according to plans |
| <u> D </u> 4. people skills | D. enjoy talking with customers |
| <u> C </u> 5. organized | E. a job |
| <u> B </u> 6. dependable | F. knowledge or skill you gain from doing a job or an activity |
| <u> L </u> 7. hardworking | G. persons who know you well who can write or give information about you to a new employer |
| <u> A </u> 8. opportunity | H. a written list and description of your education and your previous work experience that you use when you are looking for a job |
| <u> I </u> 9. promotion | I. a move to a better, more responsible position at work |
| <u> J </u> 10. performance review | J. a careful examination of how well or badly someone does something at work |
| <u> R </u> 11. resume | K. occurring before something else |
| <u> G </u> 12. references | L. working seriously with a lot of effort and not wasting time |

Fill-in the Blank – Use the vocabulary words to finish the sentences.

1. Every year all employees get a performance review to see how they are doing the job.
2. Mary is a very dependable person. I can always count on her to do what she says she will do.
3. Do you have any experience in the restaurant business?
4. He was excited because he got a promotion to be a manager.
5. She works seriously and does not waste time. She is a hardworking employee.
6. He applied for a position as a cashier at Safeway.
7. When you come to the interview, please bring a copy of your resume.
8. I have good people skills. I am very friendly and I like helping customers.
9. She is a very organized person. She is neat and orderly.
10. There will be opportunities to advance in this company.
11. You need to list three references on most job applications.
12. Who was your previous employer?

True or False?

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| 1. Willson Liu is applying for a job as a cashier. | <input checked="" type="radio"/> True | <input type="radio"/> False |
| 2. He forgot to bring his resume. | <input type="radio"/> True | <input checked="" type="radio"/> False |
| 3. He has good work experience. | <input checked="" type="radio"/> True | <input type="radio"/> False |
| 4. Willson Liu does not know what people skills means. | <input checked="" type="radio"/> True | <input type="radio"/> False |
| 5. He has good people skills. | <input checked="" type="radio"/> True | <input type="radio"/> False |
| 6. He is organized, dependable and hard-working. | <input checked="" type="radio"/> True | <input type="radio"/> False |
| 7. Willson Liu would like to work in the morning. | <input type="radio"/> True | <input checked="" type="radio"/> False |
| 8. Nancy Mendez says they offer opportunities for promotion. | <input checked="" type="radio"/> True | <input type="radio"/> False |

Short Answer – What tips does the video suggest?

- Tip #1 Bring a copy of your resume and a list of references.
- Tip #2 Be confident.
- Tip #3 Give a firm handshake.
- Tip #4 Make eye contact, and have good posture.
- Tip #5 Be prepared with questions to ask the employer.
- Tip #6 Dress appropriately.