



Job interview - Soft skills



Exercise 1: Write down the six most common job interview types.

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

Exercise 2: Match job interview types with the descriptions.

1. One-on-One interview
2. Group interview
3. Panel interview
4. Remote video interview
5. Phone interview
6. Lunch interview

a. They involve a group of multiple interviewers questioning a single candidate. Usually, interviewers take turns asking the candidate questions either from a pre-made list or inspired by the candidate's responses.

b. A type of interview often used to screen candidates before inviting them for an in-person or video interview. These usually cover basic topics so the interviewer can get to know you and determine if you fulfil the minimum requirements for the position.

c. A traditional interview that takes place in person and involves a conversation between one interviewer and one candidate.

d. These take place while the interviewer and candidate eat together at a restaurant. They are usually less structured than a traditional interview and function more like a conversation, though the interviewer likely still has specific questions to ask you.

e. They involve multiple candidates being interviewed at the same time for one or more job positions. Employers may choose this interview style to screen candidates, to interview multiple candidates more efficiently or to test how candidates behave in a group setting.

f. They are when an interviewer conducts the interview over a video call, often because the candidate being interviewed lives in another place. This type of interview can be extremely useful for long-distance candidates, as it saves both them and the company time and money.

What types of job interviews have you attended? How did they go?

Why may companies choose one of those types of job interviews?

Exercise 3: Write down three reasons why job interviews are important for interviewers and interviewees.

INTERVIEWERS

1.
2.
3.

INTERVIEWEES

1.
2.
3.



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Exercise 4: Read about the reasons why job interviews are important for interviewers and interviewees.

GROUP A - Why job interviews are important for interviewers.

1. **Evaluating skills and qualifications:** Employers can evaluate a candidate's skills, knowledge, and qualifications to determine if they are a good fit for the position. This helps employers make informed decisions about who to hire.
2. **Assessing communication and interpersonal skills:** Employers can evaluate how well the candidate listens, responds, and communicates their ideas, as well as how they interact with others.
3. **Judging personality and cultural fit:** Employers can assess a candidate's personality and determine if they will fit in with the company culture. This is important for ensuring a cohesive and productive work environment.
4. **Screening for red flags:** Interviews allow employers to ask questions that may uncover any red flags or concerns about the candidate's work history, ethics, or behaviour.
5. **Building rapport and setting expectations:** Interviews provide an opportunity for employers to build rapport with candidates and set expectations for the job. This helps the candidate feel more comfortable and engaged during the hiring process.

GROUP B - Why job interviews are important for interviewees.

1. **Opportunity to demonstrate skills:** Candidates can prove why they are the best fit for the position. This is important for candidates who may not have all of the required qualifications on paper but can highlight valuable skills and experience in an interview.
2. **Learning about the company:** Candidates can learn more about the company, its culture, and values, which can help them determine if the company is a good fit for their own values and work style.
3. **Building rapport with the employer:** Candidates have a chance to build rapport with the employer and demonstrate their professionalism and communication skills. This can help candidates stand out from other applicants and leave a lasting impression.
4. **Clarifying job expectations:** Interviews provide a chance for candidates to ask questions, which can help them determine if the job is a good fit for their career goals and personal preferences.
5. **Negotiating compensation and benefits:** Negotiation can be an important factor in determining whether to accept a job offer or not, and can also help candidates ensure that they are being fairly compensated for their skills and experience.

In groups, order the reasons from the most (1) to the least important (5). Explain your choices.

Exercise 5: Tell a person from another group about the importance of job interviews for either, an interviewer or interviewee. Together decide whether job interviews are more difficult for an interviewer or an interviewee. Why?



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Exercise 6: Write three things you always do before a job interview to make a good first impression.

1.
2.
3.

How successful have you been at job interviews?

Exercise 7: Write down different ways in which people prepare for job interviews.

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**How do you
prepare for job
interviews?**

.....

.....

Which strategy is the most important to you?

Would your preparation change depending on the type of job interview? How?

Exercise 8: Discuss how you can be successful at your next job interview.

Teacher's notes

Exercise 1. Warm-up

5 mins

Put students into small groups and pairs and ask them to write down the six most common job interview types. If students have problems understanding the question, you can give examples, such as *one-to-one* or *face-to-face*. Elicit ideas of job interview types from different groups.

Exercise 2. Reading and discussion

5 mins

Students read the six most common types of job interviews and check if any of their ideas appeared in the text. Match the job interview types with their descriptions.

Answers: 1C, 2E, 3A, 4F, 5B, 6D

As a group, discuss which types of job interviews students are most familiar with. Talk about some past job interviews and the way they ended. Together think of the possible reasons why some companies may choose different types of job interviews to talk to future candidates.

Exercise 3. Pair work

5 mins

Put students into pairs once again. Students think of three reasons why job interviews are important for both, interviewers and interviewees. Go over the class and collect some of the ideas.

Exercise 4 and 5. Jigsaw reading

10 mins

Divide students into two groups (Students A and Students B). Students A read about the reasons why job interviews are important for interviewers. Students B read about the reasons why job interviews are important for interviewees. Once everyone is done reading, ask the groups to order the reasons from the most (1) to the least (5) important. Elicit their answers in groups.

Put one Student A with one Student B. Students tell each other the reasons why job interviews are important to either, an interviewer or interviewee. Finish this activity by discussing whom they think job interviews are more difficult for - interviewers or interviewees. Elicit the answers from different pairs and compare the answers.

Exercise 6. Writing and speaking

5 mins

Ask students to think about three things they always do before job interviews to make a good impression. Students share their answers with the rest of the class and how successful they are at job interviews.

Exercise 7. Group discussion

7 mins

Collect students' ideas and write them around the question *How do you prepare for job interviews?* In case you have fewer than six ideas, or if you have a one-to-one class, you can use some of the prompts below:

Look up common interview questions. / Check your technology (online). / Review the way to the company (face-to-face). / Reread your resume. / Research the employer. / Practise delivering responses to questions.

Students work in pairs and answer two questions (Which strategy is the most important to you? Would your preparation change depending on the type of job interview?) while discussing each of the prompts. Monitor the activity and provide speaking feedback at the end of the task.

Exercise 8. Group discussion

3 mins

Conclude the class by going over all the points mentioned in the class and by answering the question, *How can you be successful at your next job interview?*