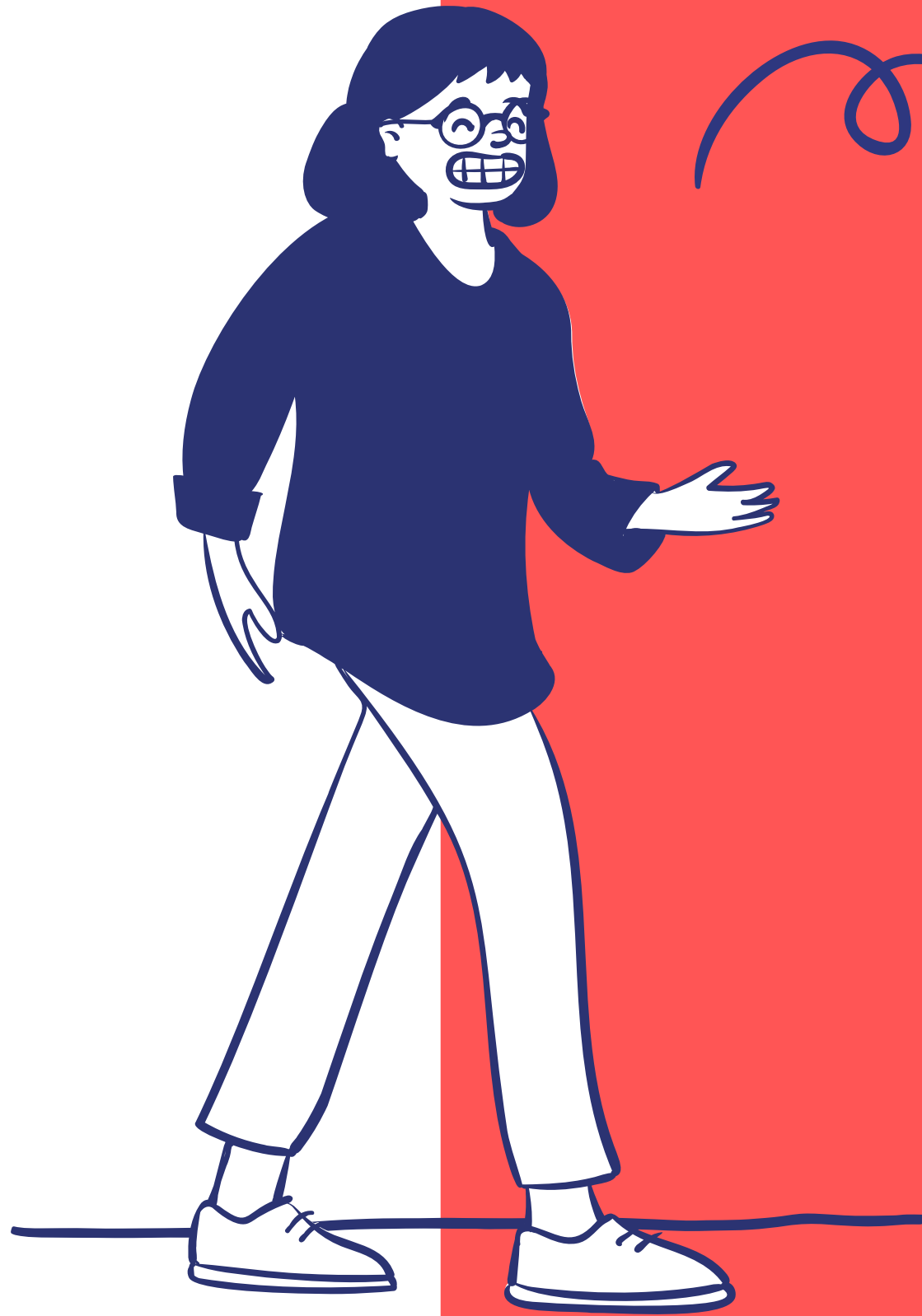




Introduction to Job Interviews

B1/B2 – Lesson 1

What are some common job interview types?

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



Match job interview types with their descriptions.



What types of job interviews have you attended? How did they go?
Why may companies choose one of those types of job interviews?

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.

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Discuss three reasons why...



01

...job interviews are important for interviewers.

02

...job interviews are important for interviewees.



Read about the reasons why job interviews are important...

GROUP A - ...for interviewers.

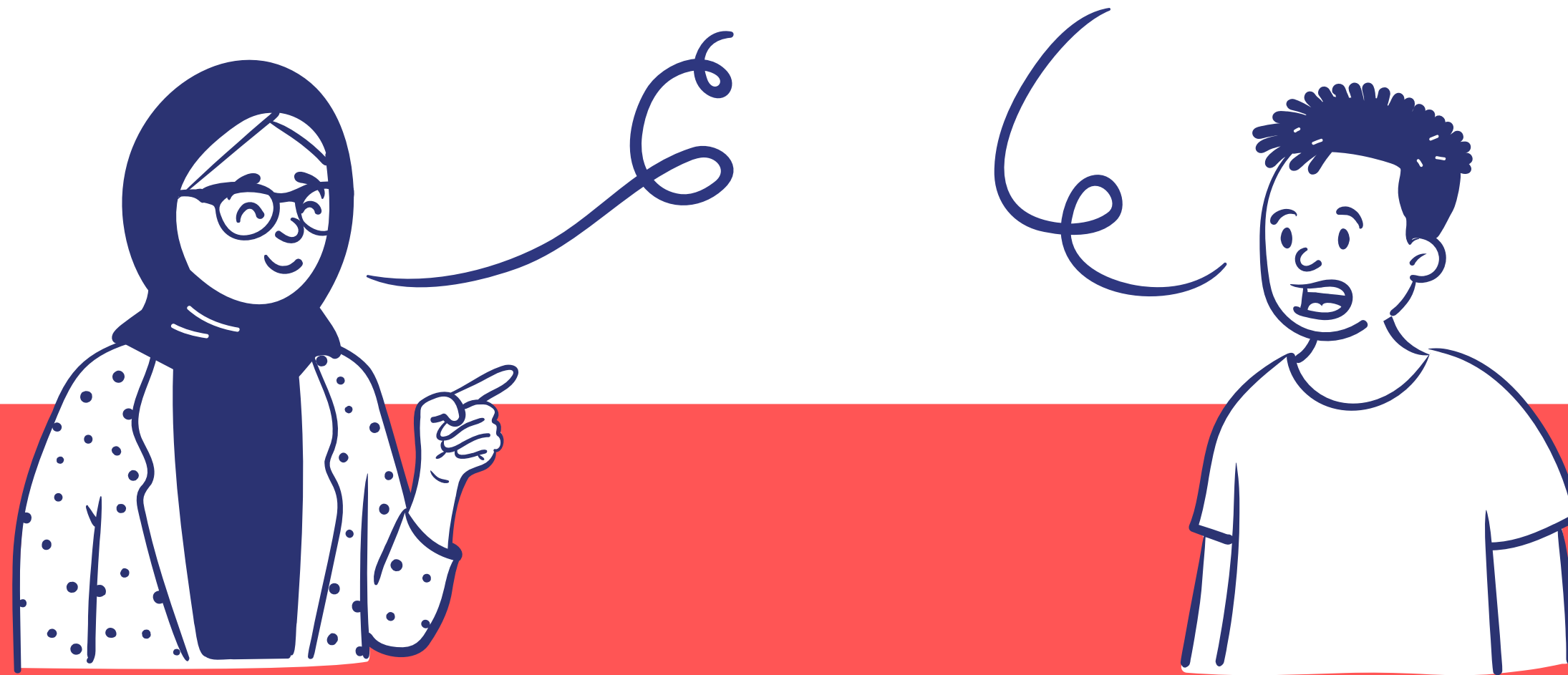
1. Evaluating skills and qualifications: Employers can evaluate a candidate's skills, knowledge, and qualifications to determine if they are a good fit for the position. This helps employers make informed decisions about who to hire.
2. Assessing communication and interpersonal skills: Employers can 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 - ...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).



Tell a person from another group about the importance of job interviews for either, an interviewer or interviewee.

Decide whether job interviews are more difficult for an interviewer or an interviewee. Why?



How do you prepare for job interviews?

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

1.
2.
3.

How successful are you at job interviews?



How to prepare for a job interview?

Which strategy is the most important to you?

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

Practise delivering responses to questions.

Research the employer.

Look up common interview questions

Reread your resume.

How to prepare for a job interview?

Check your technology (online).

Review the way to the company (face-to-face).

Practise delivering responses to questions.

Research the employer.

Look up common interview questions

Reread your resume.

Check your technology (online).

Review the way to the company (face-to-face).

Which strategy is the most important to you?

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

How can you
be successful
at a job
interview?

