

How to Take a Job Interview

By the end of the unit, the students will be able to:

- analyze passages in the text to identify the theme/ general subject, key idea/ central thought (a statement about the general subject), and supporting details.
- recognize that the theme of a text is carried in a thesis statement.
- analyze paragraphs to identify sentences that support the main idea through:
 - definition
 - example/ illustration
 - facts, analogies, anecdotes and quotations.
- recognize that support can be in the form of a single word, a phrase, a sentence or a full paragraph.
- identify and recognize the functions of transitional devices used for coherence and cohesion at discourse level.
- apply critical thinking to interact with text, use intensive reading strategies (while-reading) to:
 - scan to answer short questions.
 - distinguish between what is clearly stated and what is implied .
 - comprehend/interpret text by applying critical thinking.
 - comprehend various job advertisements to write in response, an effective job application, a resume' and a covering letter.
- demonstrate use of appropriate conventions to give a job interview:
 - preempt the questions for a job interview.

- formulate and practice responses.
 - learn proper etiquettes and conventions of dress, appearance, tone and body language.
 - introduce self.
 - demonstrate good listening skills.
 - give appropriate responses using reciprocal ability.
 - request for repetition or restatement of a query.
 - repeat, restate coherently to clarify own opinions and ideas.
 - support ideas and opinions with solid evidence
- use various reference sources to refine vocabulary for interpersonal academic workplace situation including figurative, idiomatic and technical vocabulary.
- use in speech and writing, all the appropriate transitional devices.
- comprehend various job advertisements to write in response, an effective job application, a resume and a covering letter.



How to Take a Job Interview

Interview is a vital component of the hiring process. It enables the employer to determine if an applicant's skills, experience and personality meet the job's requirements. Employers conduct different types of job interviews, such as behavioral interviews, case interviews, group interviews, phone and video interviews, online interviews.

Interviewers use behavioral based interviews to know about the personality trait, behaviour and attitude of the aspiring candidate. The idea is that past behaviour predicts how a person will act in the new job. In this type of interview a person won't get many easy "yes" or "no" questions and in most cases, he or she needs to answer with an anecdote about a previous experience. Interviews in which the interviewer giving the candidate a job related scenario and asking to manage the situation is called case interview. This type of interviews are most often used for management consulting and investment and executive positions and require the applicants to show off analytical ability and problem-solving skills. Interviews that require to give examples of specific skills are called competency-based interviews, or job specific interviews. In such interviews, the interviewers will ask questions that will help them determine if a person has the knowledge and skills required for the specific job.

Before you go on a job interview, it's important to find out as much as you can about not only the job, but also the organization. Getting information about employing organization is a critical part of interview preparation. It will help you prepare to answer interview questions about the organization. You will also be able to find out whether the organization and its culture are a good fit for you or not.

It takes less than a second for your brain to decide if you like – or not – that other person you are meeting. It's your appearance that is usually the first reference for people. Needless to say, in a job interview situation you must be aware of how important it is to quickly make a brilliant first impression. Our clothes and how we perceive ourselves bares a great impact on our confidence. Whether you are hanging out with old friends,

meeting new people or trying to leave a lasting impression on colleagues, the right outfit can be a huge confidence booster. Bright ideas accentuated by a professional look can go a long way, especially in a job interview. It's not about fancy clothes or popular name brands, it's about feeling good about yourself and choosing clothing that reflects your personality. Don't be into trends. Don't make fashion own you, but you decide what you are, what you want to express by the way you dress and the way you live. There is no need for expensive clothes or fancy brands. Looks and appearance aren't everything, but self-expression through fashion will certainly add some fun and sparkle to your life. Probably the single most important advice is; dress in a way that says you mean business. Dress smartly for the interview and avoid overdressing that seems as clumsy, disrespectful, cheap and untidy. Your appearance not only influences your interviewer's perception of you, but it also affects how you feel about yourself. Ideally, you've talked to a current employee or looked around the campus and have an understanding of how casual or formal the company is. Then, dress slightly above that to show respect.

Job interviews are nerve-wracking no matter how smart you are, because you are essentially submitting yourself to be judged in half-hour by strangers who have the power to control your financial future—who wouldn't be anxious. The interviewers have already reviewed your resume and know many things about your academic achievements and work experience, if any, so the primary purpose of the interview is to fill in the gaps and assess if you're a good fit or otherwise. Seriously! If you can prove that you are smart, high-functioning person, you will pass a major test. Studies show that about 30 percent of hiring decisions are made within the first five minutes—and 5 percent are made in the first 60 seconds—so you have to look into that part. Considering the importance of your first impression, as well as your own nerves in the beginning of the interview, it's a good idea to carefully plan your opening. If you can ace the first question, it will build your confidence for the rest of the interview. One important key to success is self-confidence. An important key to self-confidence is preparation. Use a firm handshake, smile, make eye contact,

sit tall and lean in to show you're engaged. Be present in the moment, and really listen. Rather than think about what you want to say in the future. Moreover, focus on what the hiring manager is saying now and react accordingly. It should be a fluid, back-and-forth conversation. And bring a lot of energy! If you are excited about the position, the interviewer will get excited about you.

Most interviews start the same way: some small talk and banter, followed by some version of, "Tell me about yourself." This open-ended question is a great way for you to take control of your story and start building the case for why you're perfect for this job. You need a plan to tackle the elephant in the room, or else it will eat at your confidence before, during and after the interview. Know your perceived weakness — the thing that may raise an interviewer's eyebrow — and prepare to address it head-on.

At the forefront of any interviewer's mind, while conducting job interviews, job specific questions are designed to measure the candidate's ability to perform the duties of the job against the skills required to execute the position smoothly and effectively. This type of interview questions are especially important for jobs where technical knowledge is required or where the company needs an experienced candidate who can do the job from the very first day. Job specific interview questions are designed to determine if you have the knowledge and skills needed to perform the job for which you are being considered. When you respond to such types of questions, your goal should be to show that you are the best fit for the job out of all the applicants the employer is interviewing. In addition to hard-and-fast skills, the employer will also explore whether you have the right mindset for the job and can help achieve the company's goals.

It's always important to be prepared to respond effectively to the questions that employers typically ask. Since these questions are so common, the interviewers will expect you to be able to answer them smoothly and without hesitation. You don't need to memorize your answers, but you should think about what you're going to say so that

you're not put on the spot. Your responses will be stronger if you prepare in advance, know what to expect during the interview, and have a sense of what you want to focus on. Rehearsing is one of the best ways to prepare for a job interview. A mock interview, also known as a practice interview, is a simulation of an actual job interview. It provides job seekers with an opportunity to practice for an interview and receive feedback on their interviewing skills. Typical mock interview is a practice job interview held with a professional career counselor, friends or family members. A mock interview helps you learn how to answer difficult questions, develop interview strategies, improve your communication skills, and reduce your stress before an actual job interview. If you act on these pragmatic suggestions and strategies, you can be a high flier.

Glossary

Word	Meaning
accentuated	make more noticeable or prominent
ace	(informal) a person who excels at a particular sport or other activity (from game of cards)
banter	playful and friendly exchange of teasing remarks
booster	something that improve or increase something (confidence /morale)
clumsy	awkward in handling things
colleagues	a person with whom one works in a profession or business
hanging out	. to spend a lot of time in a place or with someone
high flier	a person who is or has the potential to be very successful, especially academically or in business.
hiring process	The process of reviewing applications, selecting the right candidates to interview, testing candidates, choosing between candidates to make the hiring decision and performing various pre-employment tests
management	the process of dealing with or controlling things or people
nerve-wracking	causing stress or anxiety

outfit	a set of clothes worn together, especially for a particular occasion or purpose
overdressing	to dress too warmly, too showily, or too formally for the occasion.
put on spot	if you put someone on the spot, you cause them embarrassment or difficulty by forcing them at that moment to answer a difficult question or make an important decision
simulation	imitation of a situation or process
sparkle	shine brightly with flashes of light

Reading Comprehension

Answer the following questions.

1. What is job interview?
2. Describe some types of job interviews and their purposes.
3. How should one dress for job interviews?
4. What is the impact of dressing on interview?
5. How can a person keep nerves calm during interviews?
6. What is the importance of first five minutes in job interview? How should the opening of the interview be planned ?
7. What is the role of self confidence in job interview and how can it be boosted?
8. What type of text is used in the lesson 'How To Take Job Interview'? Illustrate it with examples from the text.
9. What is the central idea of the lesson 'How To Take Job Interview' ?
10. What is mock interview? How can it be helpful for preparation of job interviews?

Writing Suggestions

Comprehending Job Advertisements

Job Advertisements (A)

TEACHING ASSISTANT

Required from: November 2002 - Term time only, four mornings weekly

We are looking for a caring and enthusiastic teaching assistant to work in a Y3 classroom to work alongside children who require extra support. Experience of working with children is essential. You will be part of a friendly and committed staff team and we shall offer opportunities to help you develop professionally.

Please telephone Ms. Maria, School Secretary for further details. Visits are welcomed. Letters of applicant and CV with the details of 2 references should be sent to Ms. Laila, Head teacher by October 14.

Principal

St. Michael's Junior School
Circular Road, Peshawar.

Job Advertisements (B)

CONTRACTS MANAGER

KP Builders has been providing a quality service for over 25 years, specializing in refurbishment and major alterations for Local Authorities & Housing Associations in the Capital Territory, Islamabad.

Our continued success is due to the commitment of our dedicated team of professionals. We are looking for an experienced Contracts Manager, able to demonstrate the drive necessary to lead a team of Surveyors, Site Managers and Trades, reporting to the Contracts Director.

You will be responsible for controlling all projects using the company's management control process and our fully computerized ICT system.

This is a great opportunity for an individual with a proven track record of delivering projects on time & within budget whilst able to maintain our mission statement of 'Building Quality on Time'.

If you feel this is the challenge for you, please apply in writing with a full CV to:

Mr. Ibrar Khan
KP Builders,
Blue Area, Islamabad

Comprehension Questions

1. Read through the advertisement labelled (A) again and make a list of all the words and expressions used to describe:

- The job requirements
- The benefits offered by the job.

2. Look at the job advertisement labelled (B) and answer the questions.

- Who placed the job advertisement in the newspaper?
- What job is being offered and which sector?
- What is required for the job?
- Where will the successful candidate work?

Garrison Academy Kharian Cantt (Army Public School & College System)

TEACHING STAFF REQUIRED

Following qualified and committed teaching staff is required for the under mentioned positions -

Ser	Name of Post	Qualification / Experience
01	Arabic MA (Arabic) or equal (Male/ Female)	Master in Arabic with minimum three years experience.
02	Career Counselor/School Counselor	MIT from reputed institution
03	English	MA English
04	Urdu	MA Urdu
05	Maths	MSc Maths
06	Physics	MSc Phy
07	Chemistry	MSc Chem

- Attractive salary package commensurate with experience and qualifications. Pay package has been recently revised. Candidates having experience of minimum three years of teaching in well reputed English medium institutions will be given preference.
- Keeping in view experience and qualification, special grade may be offered to the deserving candidates.
- Atmosphere and working conditions of GAK are excellent. Additional benefits/ perks and privileges including medical treatment, membership of club, loan and board & lodging facilities are also provided. Intensive training for teachers is conducted free of cost under APSACS.
- Semi-furnished single accommodation is offered in a safe and pollution free environment.
- Complete CVs with photographs and a copy of CNIC to be forwarded to Principal Garrison Academy Kharian Cantt within 10 days of publication of the advertisement.

Principal (Prof Arjasab Khan Zafar) Tel: 053-9240263, 053-59-36325

(A sample of an original job advertisement from a National Daily)

What is a CV?

A CV, which stands for curriculum vitae, is a document used when applying for jobs. It allows you to summarise your education, skills and experience enabling you to successfully sell your abilities to potential employers.

In the USA and Canada CVs are known as résumés. These documents tend to be more concise and follow no particular formatting rules.

How long should a CV be?

A standard CV should be no longer than two sides of A4. As a recent graduate your CV may only take up one page and that's ok. Some medical or academic CVs may be longer depending on your experience. To save space only include the main points of your education and experience. Stick to relevant information and don't repeat what you've said in your cover letter.

What to include in a CV

- **Contact details** - Include your full name, home address, mobile number and email address. Unless you're applying for an acting or modelling job you don't need to include your date of birth or a photograph.
- **Profile** - A CV profile is a concise statement that highlights your key attributes and helps you stand out from the rest. Usually placed at the beginning of the CV it picks out a few relevant achievements and skills, while expressing your career aims. A good CV profile focuses on the sector you're applying to, as your cover letter will be job-specific. Keep CV personal statements short and snappy - 100 words is the perfect length.
- **Education** - List and date all previous education, including professional qualifications. Place the most recent first.
- **Work experience** - List your experience in reverse date order, making sure that anything you mention is relevant to the job you're applying for. If you have plenty of relevant work experience, this section should come before education.
- **Skills and achievements** - This is where you talk about the foreign languages you speak and the IT packages you can competently use. The key skills that you list should be relevant to the job. Don't exaggerate your abilities, as you'll need to back up your claims at interview. If you've got lots of job-specific skills you should do a skills-based CV.

- Interests - 'Socialising', 'going to the cinema' and 'reading' aren't going to catch a recruiter's attention. However, relevant interests can provide a more complete picture of who you are, as well as giving you something to talk about at interview.

The document tends to be organised chronologically and should make it easy to get an overview of an individual's full working career. A CV is static and doesn't change for different positions, the difference would be in the cover letter.

Resume:

A resume, or résumé, is a concise document typically not longer than one page as the intended reader will not dwell on your document for very long. The goal of a resume is to make an individual stand out from competition.

The job seeker should adapt the resume to every position they apply for. It is in the applicant's interest to change the resume from one application to another and to tailor it to the needs of the specific post. A resume doesn't have to be ordered chronologically, doesn't have to cover your whole career and is a highly customizable document.

Differences:

As stated, three major differences between CVs and resumes are the length, the purpose and the layout. A resume is a brief summary of your skills and experience over one or two pages, a CV is more detailed and can stretch well beyond two pages. The resume will be tailored to each position whereas the CV will stay put and any changes will be in the cover letter.

A CV has a clear chronological order listing the whole career of the individual whereas a resume's information can be shuffled around to best suit the applicant. The main difference between a resume and a CV is that a CV is intended to be a full record of your career history and a resume is a brief, targeted list of skills and achievements.

Let's revise

CV – long, covers your entire career, static

Resume – short, no particular format rule, customisable

**MUHAMMAD
ABBAS ATIF**



Contact

Address: House No. 570, Street
No. 75, Shami Road, Peshawar

Phone: +92 300 1234567

Email: abbas12345@gmail.com

Languages

English (Read, Write & Speak)

Urdu (Read, Write & Speak)

Pashto (Read, Write & Speak)

(A Sample CV)

Summary

Senior Web Developer specializing in front end development. Experienced with all stages of the development cycle for dynamic web projects. Well-versed in numerous programming languages including HTML5, PHP OOP, JavaScript, CSS, MySQL. Strong background in project management and customer relations.

Skill Highlights

Project management
Strong decision maker

Creative design
Innovative
Service-focused
Complex problem
solver

Experience

Web Developer - 09/2015 to 05/2019

Luna Web Design, Peshawar

Cooperate with designers to create clean interfaces and simple, intuitive interactions and experiences.

Develop project concepts and maintain optimal workflow.

Work with senior developer to manage large, complex design projects for corporate clients. Complete detailed programming and development tasks for front end public and internal websites as well as challenging back-end server code.

Carry out quality assurance tests to discover errors and optimize usability.

Education

Bachelor of Science: Information Technology - 2014

Certifications

Microsoft Office (certificate): PowerPoint, Excel, Outlook

Programming Languages: JavaScript, C++, HTML5,
CorelDraw, Illustrator, Adobe Photoshop, 3D Animation.

References

Will be furnished on demand.

Job Application or Cover Letter

Cover Letters

When you apply for a job with a curriculum vitae (CV), it's important to include a cover letter, also known as a covering letter. This letter allows you to make a favourable first impression, using narrative in your own tone of voice to catch the reader's attention and encourage him/her to give a serious review to your attached resume/ CV.

Tailor the Letter to Fit the Organization

The letter should be tailored to respond to specific requirements requested by organization you are approaching. Don't try to use the same cover letter for every job you apply for. Each letter needs to provide detailed information about why you are qualified for the specific job in question, and it should outline the reasons for your interest in the company or organization.

Use your cover letter to identify the skills or experiences most specific to the job, rather than restating the information in your CV.

What to Include

- The content of your cover letter should be brief and structured. Avoid lengthy repetition of information covered in your CV. Unlike a CV, it is acceptable to write a cover letter in the first person.
- Your letter should address the relevant contact, whose name often appears in the job advertisement. Avoid "Sir" or "Madam" if possible.
- If you are replying to a job ad, say so. Mention the job title, any reference number, and where and when you saw it.
- In some cases, an advertisement will indicate that a more substantial letter is required. Always follow specific instructions and include any information if it is specifically requested. Your current salary is an example.
- Briefly outline your current situation and why you are seeking change. Mention your current or last job, qualifications, and professional and academic training, tailoring your information to make it as relevant as possible to the job applied for.

- Tell the potential employer a little about themselves to demonstrate you have properly read the position description and that you have done some research into the organization. Also, state why you are interested in them as an employer.
- Succinctly emphasize why an employer may want to meet and employ you. Highlight your transferable skills, achievements, and versatility. Explain what you can contribute and what makes you stand out from your competitors. Mention personality traits relevant to the role applied for.
- Ensure that your CV cover letter flows freely, however, and does not slavishly match every point on the job description. The reader should be left with an overall impression that you are a potentially valuable addition to the workforce.
- Negative information of any sort should be avoided in your cover letter as well as on your CV.
- Close your letter with a polite expression of interest in further dialogue with the recruiter. Do mention that you would like the opportunity to discuss your suitability further in a personal interview and that you await a response in due course.
- Ensure your letter is neatly and clearly presented with no grammatical or spelling errors.

Cover Letter Sample

To
The Principal
Garrison Academy
Kharian Cannt

Subject: APPLICATION FOR THE POST OF MATH'S TEACHER

Please refer to your advertisement in the national daily on the subject cited above. I would like to be considered for the above position and hope to demonstrate how much I could bring to it. I did MSc in Mathematics from the University of Peshawar. After MSc I completed Teacher Training program from Institute of Education and Research, University of Peshawar.

During teaching Mathematics, I have gained experience of making purposeful and appropriate lesson plans that provide for effective teaching strategies and meet the individual needs of students. I also gained experience to prepare, select and use teaching-learning materials for students (including the use of textbooks, definitions and their related problems, short notes explaining problems solving steps). I also made e-learning materials for Inter-College Mathematics' competitions.

During three year of working experience in educational environment I have always built up an effective working relationship with my colleagues. I am a motivated, enthusiastic and organized person. I am also a flexible person both working individually and as a team member. I am a target oriented individual who likes working in challenging and dynamic environment. I strongly do believe that I have every essential and desired capability for this post.

I would be grateful for the opportunity to demonstrate my capabilities further at interview. I look forward to hearing from you. My CV is attached with the application.

Yours sincerely,
Muhammad Abbas, Peshawar

Oral Communication

With your classmates create a mock interview setting where your partners are supposed to be interviewers and you are potential candidate and is going to be interviewed. Have a conversation where everyone in turns ask you questions about your academic background, your interests, your skills and hobbies. Now, demonstrating your good listening skills, answer their questions with confidence using your reciprocal ability. Once it feels complete, stop the scene and switch sides; then go through it again with the roles reversed. Practice the most probable questions and answers in this mock job interview.

Vocabulary and Grammar

Vocabulary

Search the following home related words in a dictionary, identify their part of speech then fill in the blanks.

fireplace	bathroom	floors	garage	window	garden
outside	bedrooms	downstairs	furniture	dining	kitchen

I live with my family in a house near the sea. The house is 60 years old and has a big _____ with fruit trees and flowers. We have two _____ upstairs, where we sleep. The living room is _____. The _____ has a shower and toilet, but no bath. We cook in the _____ and eat in the _____ room. We don't have a _____ for the car, so we park it _____ the house. We don't have any carpets in the house, _____ we prefer wooden _____. We also have a lot of antique _____, including chairs and tables. The house is always warm in winter because we have a lovely big _____. In summer, the sun shines through the big _____ in the living room.

GRAMMAR

A. Make passive voice.

1. In this street letters _____ by the postman at 8 every day. (deliver)
2. This bag _____ on the bus yesterday night. (find)

3. I'm afraid the dress _____ in hot water. (cannot wash)
4. _____ your motorbike _____ yet? I'd like to borrow it. (repair)
5. The message _____ tomorrow, I promise. (send)
6. These offices _____ now. Be careful, the floors are wet. (clean)
7. This report _____ in time if you didn't help me. Thank you very much. (not finish)
8. Why _____ the TV _____? Everyone has gone to bed. (turn on)
9. This building needs renovating. It _____ since the 1960's. (not reconstruct)
10. Madam, you cannot take your bag into the gallery. All bags _____ in the cloakroom. (must leave)
11. The engine _____ just _____ when the manager saw it. And he was satisfied with it. (test)
12. I'm sorry, sir. The last umbrellas _____ in the morning. (sell)
13. Where have you been so long? You _____ to arrive so late if you worked for me. (not allow)
14. Please, be patient. The plan _____ in two days. (announce)
15. All the halls _____ at the moment. It will take us two three days. (paint)
16. What were we doing at 11 o'clock? - We _____ by a reporter. (interview)
17. After the window pane _____ someone smashed the window again. (replace)

B. Complete the conversation with questions in the passive voice.

- 1 A: There was a storm on the coast last night.
B: _____? (anything/damage)
A: Yes. Some trees fell on cars. Fortunately, nobody was killed.
- 2 B: How many cars _____ during the storm? (crush)
A: Three or four.
- 3 B: _____? (the trees/remove/yet)
A: Yes, they have. But the cars are still there.
- 4 B: When _____? (the cars/remove)

A: Tomorrow, I hope.

5 B: _____? (the cars/badly/damage)

A: Yes, they are. One of them is completely destroyed.

6 B: _____yet? (the removal/start)

A: Yes, It has. When I was there in the morning, one of the cars was just being put onto a lorry.

7 B: You look quite depressed. Was it your car which was completely destroyed?

A: No, it wasn't. But... Derek, where _____last night? (your car/park)

B: Are you joking? My car had been parked in my garage long before the storm started.

C. Make passive voice

1. I think they make these cars in Japan.

I think _____in Japan.

2. You must not drop litter in the street in Singapore.

_____in the street in Singapore.

3. Someone smashed our window last night.

_____last night.

4. They have already mended the TV set. You can collect it.

_____You can collect it.

5. People will need more public transport in the near future.

_____in the near future.

6. Don't enter the room. They are decorating the walls.

Don't enter the room. _____

7. You should not replace the roof at the beginning of winter.
_____ at the beginning of winter.
8. People are spending less money on cars this year.
_____ on cars this year.
9. They had cooked the meal before 10 o'clock.
_____ before 10 o'clock.
10. Someone was building the wall when I was there.
_____ when I was there.
11. No problem. They sell this food in every shop.
No problem. _____ in every shop.
12. They delivered more parcels last year because people bought more goods in e-shops.
_____ last year because people bought more goods in e-shops.
13. They have not replaced the wheels yet. But they'll let you know as soon as possible.
_____ yet. But they'll let you know as soon as possible.

Teacher's Guideline:

Explain and revise with the students the rules of change of voice in written and oral discourse.