

**In today's
lesson...**

**Qualities you
have**

**Qualities you should have
for a job**

First impression

Job interview

**Job Recruitment and
Selection**

**Today's
Lesson**

QUIZZ: Career and Personality

PEOPLE

I always think of other people's opinions before making decisions

I like working with statistics

I always help a colleague who has family problems

I frequently forget where I leave things

I cannot often persuade others to see my point of view

Personal insults don't worry me

In a new group of people I often feel anxious

I enjoy telling other people about my achievements

I am bored by mundane tasks

I always like to win when I take part in an activity

I am easily persuaded by the majority opinion

If I can choose, I do things my way first

Success in my job is very important to me

I like tasks which require a lot of physical and mental energy

I often question myself about how I really feel

QUALITIES FOR THE JOB



How important is a **first impression** for you?

How important are clothes for you? Should we wear any clothes to any occasion?

Do you agree with these sentences below?



**YOU NEVER GET A SECOND CHANCE
TO MAKE A FIRST IMPRESSION**

How can we make a good first impression?

How can we make a good first impression?



Build a Great First Impression - 7 Keys

1. Say it With Conviction
2. Stand Tall
3. Make Eye Contact
4. Show You Are Listening
5. Ask Great Questions
6. Smile and Laugh
7. Plan Next Steps



← Trimmed Haircut

← Clean Shaved

← Warm Smile

← Feel of Confidence

← Formal Dress

← Firm Handshake

← Correct Body Posture

JOB INTERVIEW DOs AND DON'Ts

DOs

- Plan to arrive about 10 minutes early.
- Dress appropriately for the industry.
- Greet the interviewer by title (Ms., Mr., Dr.) and last name if you are sure of the pronunciation.
- Remember body language and posture: sit upright and look alert and interested at all times.
- Maintain good eye contact during the interview.
- Avoid using poor language, slang, and pause.
- Have a high confidence and energy level.
- Stress your achievements.
- Show what you can do for the company rather than what the company can do for you.
- Ask intelligent questions about the job, company, or industry.
- Write a thank-you letter to your interviewer.



DON'Ts

- Don't rely on your application or resume to do the selling for you. No matter how qualified you are.
- Don't chew gum during the interview.
- Don't tell jokes during the interview.
- Don't smoke, even if the interviewer does and offers you a cigarette. And don't smoke beforehand so that you smell like smoke.
- Don't be soft-spoken. A forceful voice projects confidence.
- Don't act as though you would take any job.
- Don't ever lie.
- Don't make negative comments about previous employers or professors.
- Don't make the interviewer guess what type of work you are interested in; it is not the interviewer's job to act as a career advisor to you.



Job Interviews: how to succeed?

What should you do in a job interview?

What should you not do in a job interview?

Recruitment and Selection

Recruitment

The process of finding people for particular jobs is **recruitment** or, especially in American English, **hiring**. Someone who has been recruited is a **recruit** or, in American English, a **hire**. The company **employs** or **hires** them; they **join** the company. A company may recruit employees directly or use outside **recruiters**, **recruitment agencies** or **employment agencies**. Outside specialists called **headhunters** may be called on to **headhunt** people for very important jobs, persuading them to leave the organizations they already work for. This process is called **headhunting**.

Recruitment and Selection

Applying for a job

Fred is a van driver, but he was fed up with long trips. He looked in the **situations vacant** pages of his local newspaper, where a local supermarket was advertising for van drivers for a new delivery service. He **applied** for the job by completing an **application form** and sending it in.

Harry is a building engineer. He saw a job in the **appointments** pages of one of the national papers. He made an application, sending in his **CV** (**curriculum vitae** – the ‘story’ of his working life) and a **covering letter** explaining why he wanted the job and why he was the right person for it.

Note: **Situation**, **post** and **position** are formal words often used in job advertisements and applications.

BrE: **CV**; AmE: **résumé** or **resume**

BrE: **covering letter**; AmE: **cover letter**

Selection Procedures

Dagmar Schmidt is the head of recruitment at a German telecommunications company. She talks about the **selection process**, the methods that the company uses to recruit people:

‘We advertise in national newspapers. We look at the **backgrounds of applicants**: their **experience** of different jobs and their **educational qualifications**. We don’t ask for handwritten **letters of application** as people usually apply by email; **handwriting analysis** belongs to the 19th century.

We invite the most interesting **candidates** to a **group discussion**. Then we have **individual interviews** with each candidate. We also ask the candidates to do written **psychometric tests** to assess their intelligence and personality.

After this, we **shortlist** three or four candidates. We check their **references** by writing to their **referees**: previous employers or teachers that candidates have named in their applications. If the references are OK, we ask the candidates to come back for more interviews. Finally, we **offer** the job to someone, and if they **turn it down** we have to think again. If they accept it, we hire them. We only **appoint** someone if we find the right person.’

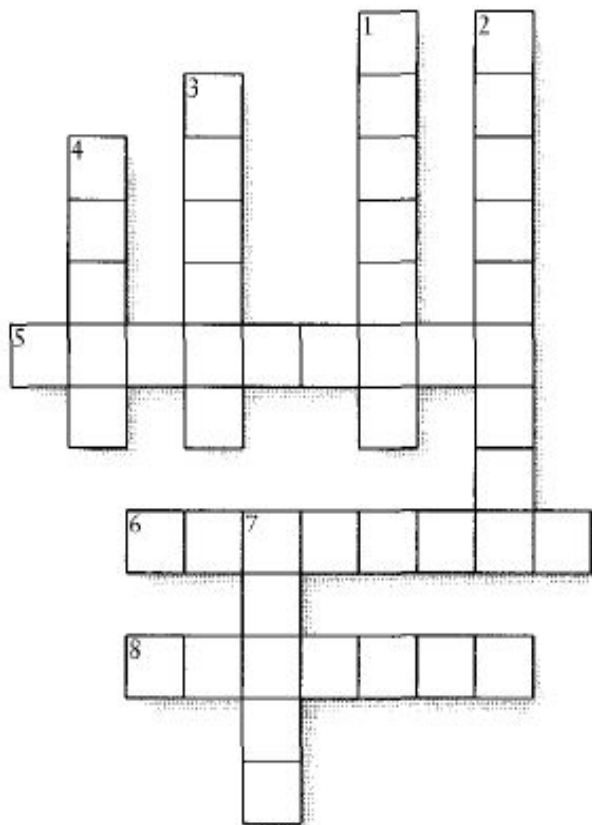


A job interview

Exercises

Exercises

3.1 Complete the crossword. Use appropriate forms of words from A, B and C opposite.



Across

5 I phoned to check on my application, but they said they'd already **RECRUITED** someone. (9)

6 This job is so important, I think we need to **HEADHUNT** someone. (8)

8 The selection process has lasted three months, but we're going to **APPOINT** someone next week. (7)

Down

1 and 2 I hope she **ACCEPTS**, because if she **URNS DOWN** the job, we'll have to start looking again. (7,5,4)

3 That last applicant was very strong, but I understand he's had two other **OFFERS**... already. (6)

4 They've finally **HIRED** a new receptionist. (5)

7 Computer programmers wanted. Only those with UNIX experience should **APPLY** (5)

Now divide the words in 3.1 into two groups:
 1 what a company personnel department does.
 2 what a person looking for work does.

APPLICATIONS

ACCEPT

BACKGROUND

APPLY FOR

PSYCHOMETRIC TESTS

RECRUIT

POST

REFEREES

POSITION

APPLICATION

INTERVIEW

APPOINT

SHORTLIST

CANDIDATES

JOIN

QUALIFICATION

HIRE

TURN DOWN

GROUP DISCUSSION

OFFER

CV

Replace the underlined phrases with correct forms of words and expressions from A, B and C opposite.

Fred had already (**TURNED DOWN 2 JOB OFFERS**) when he went for (2) **AN INTERVIEW** to see if he was suitable for the job. They looked at his driving licence and contacted

(**HIS REFEREES**) A few days later, the supermarket (**OFFERED HIM THE JOB**) and Fred (**ACCEPTED**)

Harry didn't hear anything for six weeks, so he phoned the company. They told him that they had received a lot of **APPLICATIONS**. After looking at the

BACKGROUND of the (8) **CANDIDATES** and looking at (9) what exams

THEIR QUALIFICATIONS, the company (**HAD**) **SHORTLISTED 6 PEOPLE** and to interview, (**HAD GIVEN**) **GAVE THEM PSYCHOMETRIC TESTS** and they had then

given someone the job.

Over to you

If you work ...

How did you get your job? Was it advertised? Were you interviewed for it? Was the selection process very long?

LET'S
TALK

If you don't work ...

Have you applied for any jobs? Were you interviewed? How did it go? What's the usual process for getting your first job in your country?

Recruitment at



What are the selection procedures to hire a worker at C&T?

What are the questions you usually ask candidates during the job interview?

What do you expect from the candidates?



If you are asked...

Some Tips: “Tell Me About Yourself”

Because it's such a common interview question, it's strange that more candidates don't spend the time to prepare for exactly how to answer it. Perhaps because the question seems so disarming and informal, we drop our guard and shift into ramble mode. Resist all temptation to do so.

Your interviewer is not looking for a 10-minute dissertation here. Instead, offer a razor sharp sentence or two that sets the stage for further discussion and sets you apart from your competitors.



Your Unique Selling Proposition (USP)

Give them "your synopsis about you" answer, specifically your *Unique Selling Proposition*. Known as a personal branding or a value-added statement, *the USP is a succinct, one-sentence description of who you are, your biggest strength and the major benefit that a company will obtain from this strength*. Here is an example of a Unique Selling Proposition: "I'm an experienced Import Manager, strong in developing clearance training and error reduction techniques that have resulted in savings of over \$2.3Million for (employer's name) during the past 11 years."

What a difference you've made with this statement. Your interviewer is now sitting forward in her chair giving you her full attention. At this point, you might add the following sentence: "I'd like to discuss how I might be able to do something like that for you." The ball is now back in her court and you have the beginnings of a real discussion and not an interrogation process.

Be Specific

The key is that you must lead with your strongest benefit to the employer. Be specific and don't run around with some laundry list of skills or talents. Be sure to put a monetary value on your work if at all possible and be ready with details when you're called upon. Give an estimated value to the \$\$ you've either helped to make or save for your employer.

Be Prepared

When you walk into an interview, remember to always expect the "tell me about yourself" question. Prepare ahead of time by developing your own personal branding statement that clearly tells who you are, your major strength and the clear benefit that your employer received. The advantages of this approach are that you'll quickly gain their attention and interest them in knowing more. You'll separate yourself from your competitors. You'll also have a higher chance of being positively remembered and hired.

Interview for a job

some more possible questions

1. Talk about your experience in your last job.
2. Talk about your background.
3. How did you know about this vacant job (vacancy)?
4. Why do you think you are the correct (suitable) person for the job?
5. What are your greatest strengths?
6. What are your greatest weaknesses?
7. What do you expect from this position?
8. How much do you expect to earn? What are your salary expectations?

Interview for a job:

some more possible questions

Tell me about yourself.

What interests you about the job?

What is your ideal boss?

What type of work environment do you prefer?

What do you know about this company?

Why should we hire you?

Where do you see yourself in 5 years from now?