

UD1: Looking for a job

Cover letter, CV, and job interview

Job Interview

□ What is a job interview?

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A formal meeting between a candidate and an employer.

- Purpose → To evaluate your skills, motivation, personality and fit.



Your chance to show the person behind the CV

Job Interview

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Your chance to show the person behind the CV

Activity:

What is more important in an interview:
knowledge, experience or attitude?



Job Interview

□ Goals of a job interview

For the candidate

- Show you are the right person for the job
- Demonstrate enthusiasm + preparation
- Ask questions (?)

For the employer

- Confirm CV details
- Assess communication skills + professionalism
- Decide if you are a good fit for the team

Job Interview



□ Types of interviews

Practical task/skills test examples:

Email prioritization exercise (administrative roles):

You have just opened your email on a Monday morning. Here are 15 emails from staff, clients, and managers. Decide which you'd respond to first and explain why.

Lesson simulation/micro-teaching (teaching roles):

Prepare a 10-minute lesson introducing the past perfect tense to intermediate learners

Job Interview

□ Structure of an interview

- 1 Introduction → Greetings, small talk - - - > first impressions
- 2 General questions → Background inf., motivation
- 3 Detailed questions → Experience, skills, training, problem-solving
- 4 Your questions → Chance to ask about the company
- 5 Closing → Thank, show availability

Job Interview

☐ Common interview questions

General questions

- Tell me a little bit about yourself
- Why do you want to work here?
- What are your strengths and weaknesses?
- Where do you see yourself in 5 years?
- Why should we hire you?

Activity:

Imagine you are applying for a job in your sector. Choose one question and write a 3-sentence answer with a partner.



Job Interview

❑ Common interview questions

Behavioural questions

Asking for examples of past experiences:

- **Situation:** What was the context?
- **Task:** What was your responsibility?
- **Action:** What did you do?
- **Result:** What was the outcome?



STAR Method

Tell me about a time you solved a problem at work.

During my internship (situation), I had to manage conflicting schedules (task). I created a shared calendar (action), which reduced confusion and saved 5 hours per week (result)

Job Interview

❏ Common interview questions

Questions you can ask

To show you are interested + proactive

- What does a typical day look like in this role?
- What opportunities for training and growth are available?
- How is success measured in this position?

Activity:

What would you like before accepting a job?



Job Interview

❑ Advice for success

Before the interview

- Research the company
- Prepare answers to common questions
- Practice introducing yourself
- Dress appropriately

During the interview

- Be on time
- Smile + eye contact + be polite
- Answer clearly + confidently
- Use positive language

After the interview



Thank interviewer + follow-up email*

Job Interview

☐ Advice for success

Activity:

What mistakes have you seen or made in job interviews?



Job Interview

Weak vs. strong answers

Why do you want this job?

 “Because I need money.”

 “Because this role allows me to apply my skills in X, and I admire your company’s work in Y

What is your biggest weakness?

 “I don’t have any weaknesses”

 “Sometimes I focus too much on details, but I am learning to balance accuracy with efficiency”

Job Interview

❑ Weak vs. strong answers

Tell me about yourself



I'm 23 and I studied a degree in Law. I like working with people...and I don't know what else to say

Job Interview

❑ Weak vs. strong answers

Tell me about yourself

What is your greatest strength? And weakness?



I guess I'm friendly and people usually like me. And I'm a perfectionist, but that's not really a weakness.

Job Interview

❑ Weak vs. strong answers

Tell me about yourself

What is your greatest strength? And weakness?

What motivates you at work?



I just want to make money and be able to buy a house

Job Interview

❑ Weak vs. strong answers

Tell me about yourself

What is your greatest strength? And weakness?

What motivates you at work?

Where do you see yourself in 5 years?



I'm not sure. Maybe with a good salary.

Job Interview

❑ Weak vs. strong answers

Tell me about yourself

What is your greatest strength? And weakness?

What motivates you at work?

Where do you see yourself in 5 years?

Tell me about a time you had to work in a team



I've worked in groups at Tartanga. It was okay, but sometimes people didn't do their work.

Job Interview

❑ Weak vs. strong answers

Tell me about yourself

What is your greatest strength? And weakness?

What motivates you at work?

Where do you see yourself in 5 years?

Tell me about a time you had to work in a team

How do you handle stress or pressure?



I don't like stress and I try not to think about it too much.

Job Interview

❑ Weak vs. strong answers

Tell me about yourself

What is your greatest strength? And weakness?

What motivates you at work?

Where do you see yourself in 5 years?

Tell me about a time you had to work in a team

How do you handle stress or pressure?

Why do you want to work for our company?



Because you pay well and it's close to my house.

Activity: Job interview video recording

You will practice answering common job interview questions by recording yourself at home. Imagine you are applying for a job offer related to your field of study. You will receive a set of interview questions.

Instructions:

- Record yourself answering the questions one by one
- Responses should not be extremely brief (one sentence), but they do not need to be long speeches either. Aim for 3-6 complete sentences per question.
- Speak naturally.
- Use a professional register.
- You may **re-record** if necessary to improve clarity.

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Assessment criteria:

- Professionalism and register – formal and appropriate language for an interview.
- Confidence and delivery – natural tone, fluency, and self-assurance.
- Grammar and accuracy – correct use of grammar and sentence structure.
- Vocabulary – appropriate word choice and variety.
- Content and coherence – relevance, clarity, and organization of ideas.
- Pronunciation and intelligibility – clear and understandable speech.

Activity: Job interview video recording

Company: Techfix solutions

We are recruiting a **Junior Maintenance Technician** to help maintain and repair electronic equipment for our clients. Tasks include diagnosing technical issues, carrying out basic repairs, and assisting senior technicians in installations. Problem-solving skills, reliability, and basic knowledge of electronics are required.

Tell me about yourself

What is your greatest strength? And weakness?

Tell me about a time you had to work in a team

How do you handle stress or pressure?

Why do you want to work for our company?

Activity: Job interview video recording

Assessment criteria:

- | | |
|----------------------|---|
| 5 - Excellent | Sounds highly professional and confident, with excellent grammar, vocabulary, and pronunciation. Responses are coherent, well-developed, and engaging. Would be strong in a real interview. |
| 4 – Very good | Generally professional and confident, with only minor issues in grammar, vocabulary, or delivery. Responses are coherent and relevant, though less polished than Band 5. |
| 3 – Good | Reasonably professional, though inconsistencies in tone or delivery. Noticeable language errors, but meaning is clear. Responses answer the questions but lack depth or polish. |
| 2 – Good | Lacks professionalism or confidence; frequent hesitation and errors in grammar/vocabulary. Responses underdeveloped or sometimes unclear. |
| 1 – Poor | Unprofessional, insecure delivery; frequent errors in grammar and pronunciation obscure meaning. Responses incomplete, incoherent, or irrelevant. |

Activity: Job interview video recording

Submission instructions

- Length: approx. 3-4 minutes
- Format: video file
- Submission: upload it to your Google Drive and share the link via Moodle.
- Deadline: ???