UD1: Looking for a job

Cover letter, CV, and 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

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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?



☐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

□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

□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
- \bigcirc Closing \longrightarrow Thank, show availability

□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.





STAR Method

□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?

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

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

□Common interview questions

Questions you can ask

To show you are interested + proactive

Activity:

What would you like before accepting a job?

- 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?

☐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*

□Advice for success

Activity:

What mistakes have you seen or made in job interviews?



☐ 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"

□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

☐ Weak vs. strong answers

Tell me about yourself

What is your greatest strength? And weakness?

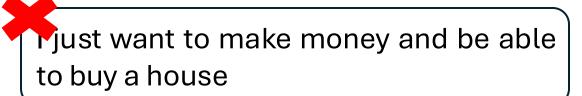
I guess I'm friendly and people usually like me. And I'm a perfectionist, but that's not really a weakness.

☐ Weak vs. strong answers

Tell me about yourself

What is your greatest strength? And weakness?

What motivates you at work?



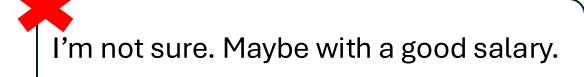
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Where do you see yourself in 5 years?



☐ 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.

☐ 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?

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

☐ 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?

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

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?

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.

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.

Assessment criteria:

- <u>Professionalism and register</u> 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.
- <u>Vocabulary</u> appropriate word choice and variety.
- Content and coherence relevance, clarity, and organization of ideas.
- <u>Pronunciation and intelligibility</u> clear and understandable speech.

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?

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.

Submission instructions

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