

A guide to job interviews

Before the interview, do ...

- find out about the company and the job
- Read the job advert carefully and think how your CV matches what they want
- prepare a list of the questions you think the interviewer will ask you
- prepare a list of questions you would like to ask the interviewer

At the interview, do

- answer every question fully
- be positive and honest about yourself
- ask questions about the job
- show your knowledge about the company
- show you are interested in the job
- talk about your ambitions

At the interview, don't ...

- dress untidily
- be late for the interview
- be rude or impolite
- talk negatively about your previous employer
- answer only YES or NO



Job interview

Complete this part of a job interview.

Where _____ ? (you / work)
I work at Central Telecoms. I'm a technician there.
How long _____ there? (you / be)
_____ there for two years. (I / be)
And where _____ before that? (you / work)
Before that _____ a junior technician at MobileForce. (I / be)
Why _____ MobileForce? (you / leave)
Because _____ to work in a bigger company. (I / want)
_____ your part-time diploma? (you / finish)
Yes, I have.
When _____ it? (you / complete)
Last July.

