

## SIMULATED INTERVIEW

### A What are your personal qualities?

Make a list of some of your personal qualities, for example, *sensitive, warm, supportive, friendly*.

|   |       |    |       |
|---|-------|----|-------|
| 1 | _____ | 6  | _____ |
| 2 | _____ | 7  | _____ |
| 3 | _____ | 8  | _____ |
| 4 | _____ | 9  | _____ |
| 5 | _____ | 10 | _____ |

### B Tell me something about yourself.

Select two personal qualities that are similar to each other or that go together and use an example from your *I can do* and *I have done* statements to illustrate them.

**Example:** *I am an honest person. I can be trusted.*

*I worked in a store and took care of the cash and stock on my own.*

|   |       |
|---|-------|
| 1 | _____ |
|   | _____ |
| 2 | _____ |
|   | _____ |
| 3 | _____ |
|   | _____ |
| 4 | _____ |
|   | _____ |
| 5 | _____ |
|   | _____ |
|   | _____ |

**\*Use these five sentences to explain to the interviewer something about yourself in the following interview.**

### C The simulated interview.

In groups of three take it in turns to interview each other using the dialogue on the following page. One person should listen and give feedback at the end.

**Interviewee: (Knock Knock)**

Interviewer: Come In. Hello, my name's \_\_\_\_\_ . Pleased to meet you.

**Interviewee: Hello, my name's \_\_\_\_\_ . Pleased to meet you, too.**

Interviewer: Please have a seat.

**Interviewee: Thank you.**

Interviewer: Thank you for coming today. Did you travel far?

**Interviewee: About \_\_\_\_\_ kilometers.**

Interviewer: How did you come here?

**Interviewee: I came here by \_\_\_\_\_ .**

Interviewer: So, I have your résumé, but can you tell me something about yourself?

**Interviewee: [\*Five sentences, each with two personal qualities and an example of how they show your qualities.]**

Interviewer: Thank you. Why do you want to work for this company?

**Interviewee: I'm not looking for just a salary. I enjoy my work and I am proud of my profession. Your company aims to be the best and I think that gives us certain things in common. I believe that I would fit in well with your team.**

Interviewer: Do you have any questions for me?

**Interviewee: Yes, I do. Why is this job available?**

Interviewer: The person who was working here before left to travel around the world.

**Interviewee: Where does the job lead?**

Interviewer: After about a year, you will be eligible for a promotion, which means you can be transferred to any of the departments in the company. Do you have any more questions for me?

**Interviewee: No, I don't think so.**

Interviewer: Thank you for coming. We will let you know.

**Interviewee: Thank you, goodbye.**

Interviewer: Goodbye.