

GENERAL ENGLISH

UNIT -8

EMPLOYMENT

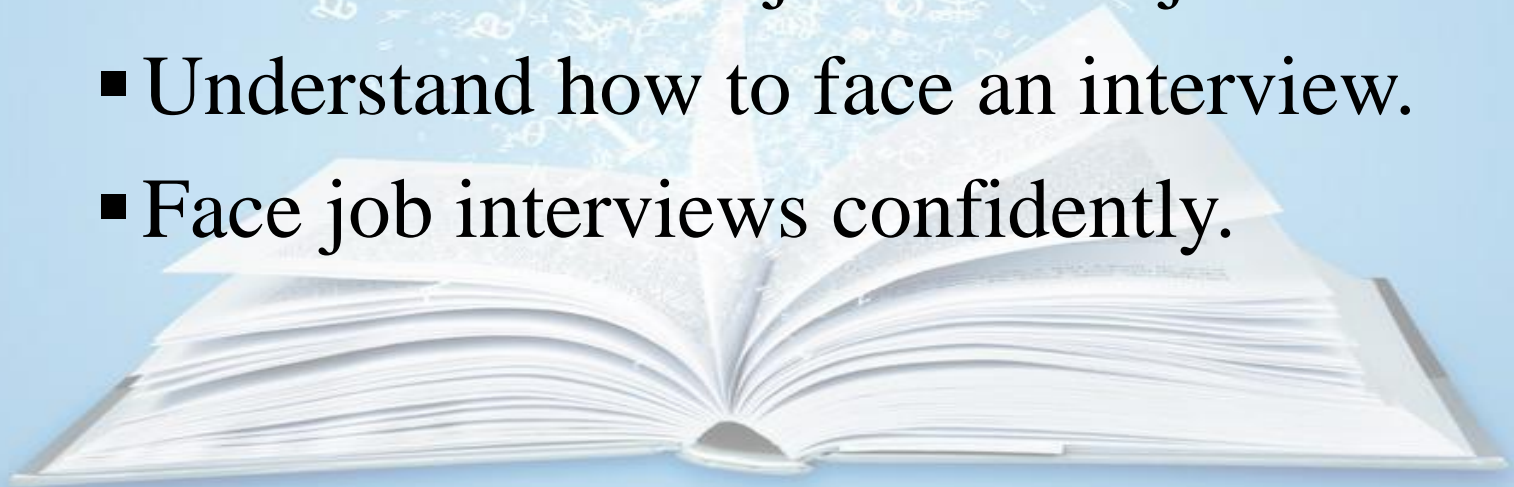


Facing an interview confidently



OBJECTIVES

- **At the end of the lesson students will be able to :**
 - Understand what a job interview is.
 - Understand the objectives of job interviews.
 - Understand how to face an interview.
 - Face job interviews confidently.



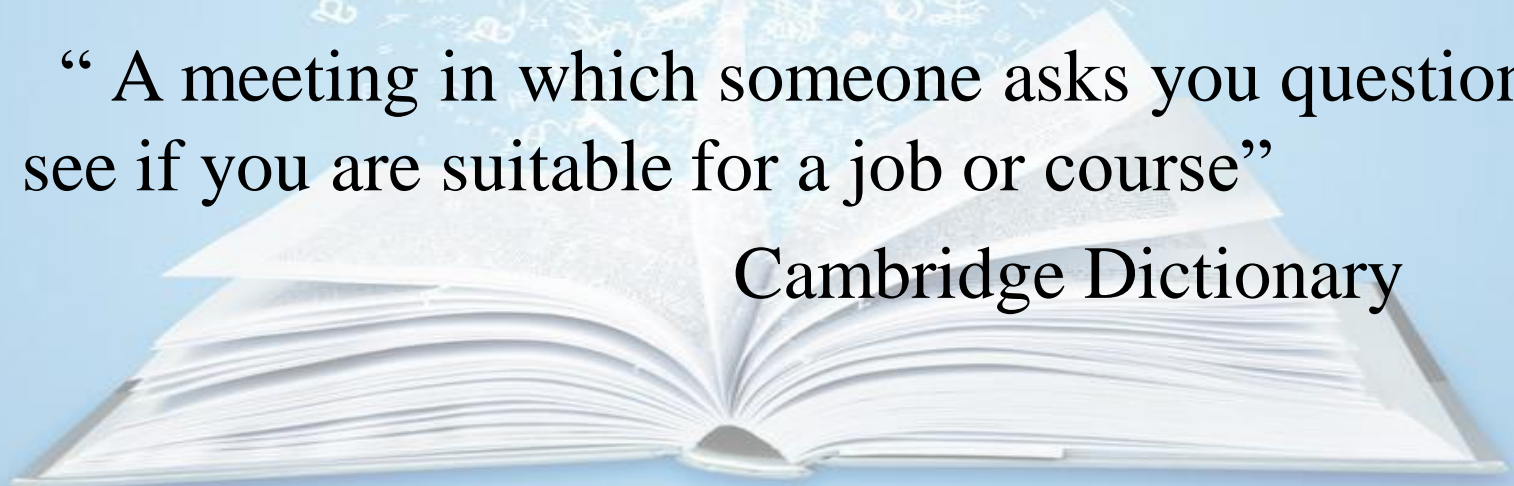
What is an interview ?

- “An interview is a formal meeting at which someone is asked questions in order to find out if they are suitable for a job or a course of study”

Collins COBUILD Dictionary

- “ A meeting in which someone asks you questions to see if you are suitable for a job or course”

Cambridge Dictionary

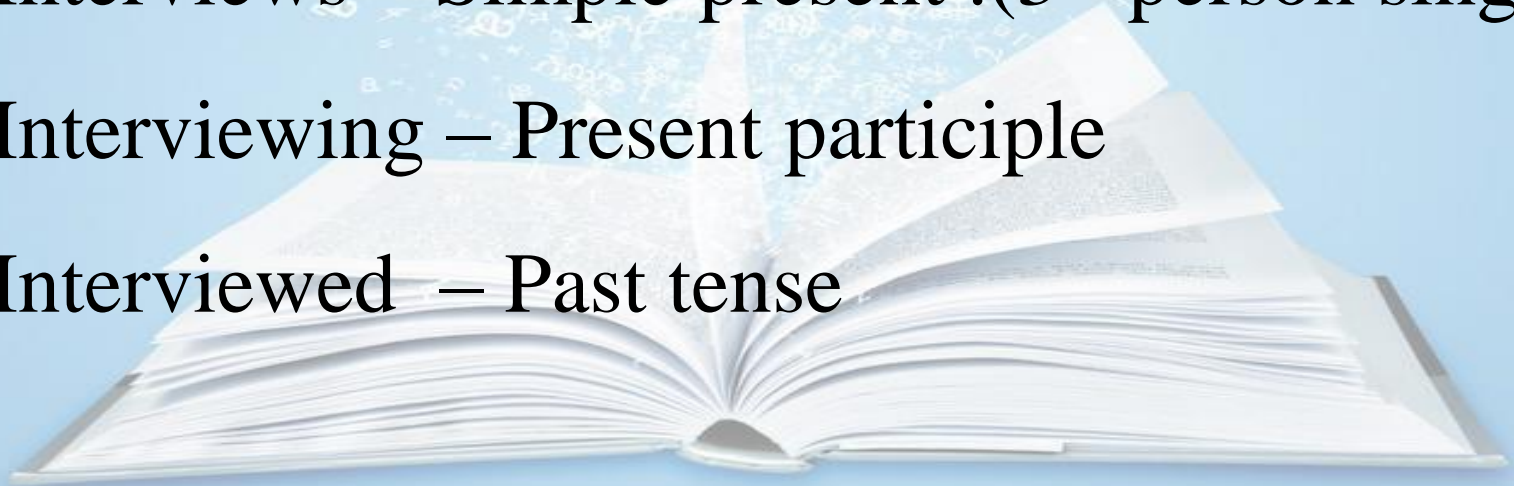


Types of interviews.

- Telephone interview
- Video interview
- Panel interview
- Group interview
- Individual interview (face –to - face)

WORD - Interview

- Interview – Noun
- Interview – Verb (infinitive)
- Interviews – Simple present .(3rd person singular)
- Interviewing – Present participle
- Interviewed – Past tense



An illustration of an interview. On the left, a man with brown hair, wearing a grey suit, white shirt, and orange tie, sits in a blue office chair. He is looking towards the right. On the right, a woman with blonde hair, wearing a white suit, sits in a blue office chair. She is looking towards the man. Between them is a yellow desk. The background is light blue with various mathematical symbols and letters scattered around. The text 'Interviewee' is written in red, underlined, and bold, positioned above the man. The text 'Interviewer' is written in red, underlined, and bold, positioned above the woman. A definition for 'Interviewee' is written in black text to the right of the man. A definition for 'Interviewer' is written in black text to the right of the woman.

Interviewee

- “A person who answers questions during an interview”

Interviewer

- “A person who asks the questions during an interview”

The most powerful words & phrases to use during your interview.

Interested, energized, motivated, priority, detail oriented, coordinate, effective, efficient, maintained, met the deadline, on time, practical, prepare, provide, reorganize, results-oriented, team player, leadership, initiative, negotiated, plan, resolve, deliver.....



Body language

DO 's & Don'ts in the interview

DO

- Sit up straight .
- Show your enthusiasm
- Maintain eye contact
- Smile
- Be courteous
- Say Thank you
- Be polite
- A firm handshake
- Pay attention
- Set up time.
- Listen well
- Bring extra CV
- Outline your achievement

DON'T

- Rub or touch your nose
- Sit with your arms folded across your chest.
- A loose handshake.
- Offer unnecessary details.
- Ask simple questions
- Use negative language

How should you answer ?

- Listen carefully, seek clarification
- Illustrate answer with real answer with real examples and evidence.
- Be positive.
- Take time to respond.
- Speak clearly , smile and show enthusiasm.
- Use the STAR approach in the interview.
(Situation, Task ,Action ,Result)

Preparation for the interview

- **What to wear to a job interview.**

Dressing appropriately is important because the first judgment an interviewer makes is going to be based on how you look and what you are wearing.

- **What to bring to a job interview.**

Bring extra copies of your resume along with a list of references to offer the interviewer.

- **When you get to a job interview.**

It is important to arrive a few minutes early or on time at least for a job interview.

- **How to greet the interviewer.**

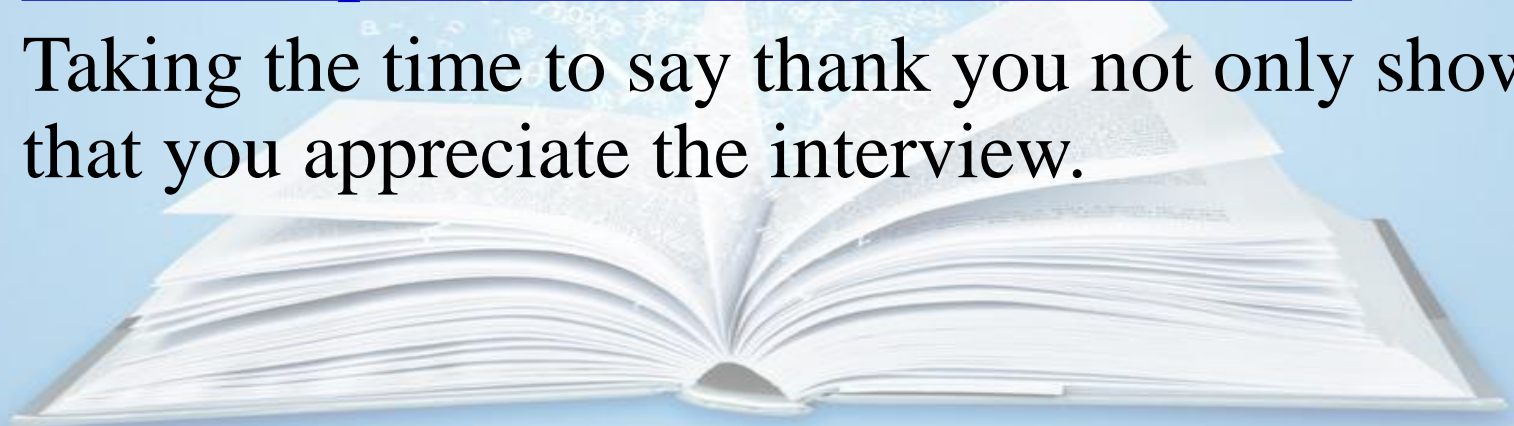
When you arrive at a job interview greet your interviewer with a firm handshake and introduce yourself.

- **The best way to respond to interview questions.**

When you respond to interview questions listen carefully to the question. Take time to phrase your responses.

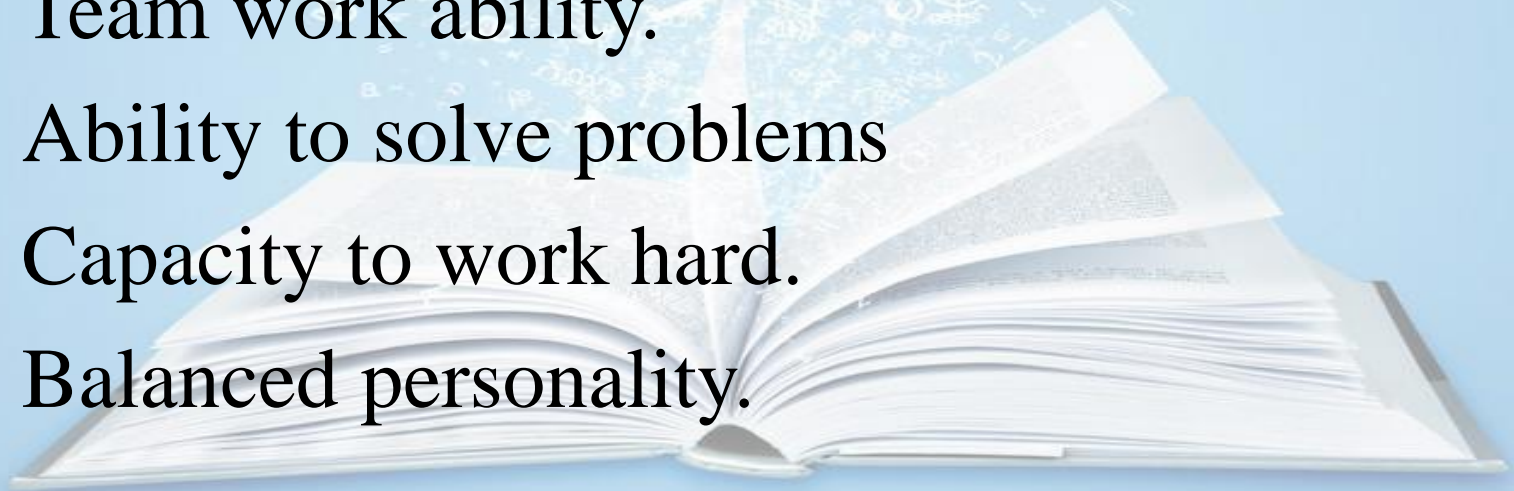
- **Follow up with a “Thank You Note”.**

Taking the time to say thank you not only show that you appreciate the interview.



Qualities seek by Employers

- Good all round intelligence
- Enthusiasm ,commitment & motivation
- Good communication skills
- Team work ability.
- Ability to solve problems
- Capacity to work hard.
- Balanced personality.



Competencies required by companies

- Adaptability
- Reliability
- Innovation
- Team work
- Initiative
- Drive for results
- Open exchange of information
- Makes difficult decisions.

What creates a bad impression.

- Poor personal appearance
- Negative attitudes
- Lack of interest & enthusiasm
- Lack of preparations
- Poor knowledge of role
- Failure to give concrete examples of skills.
- Over emphasis on money / rewards.
- Lack of career plan.

The interviewers Questions

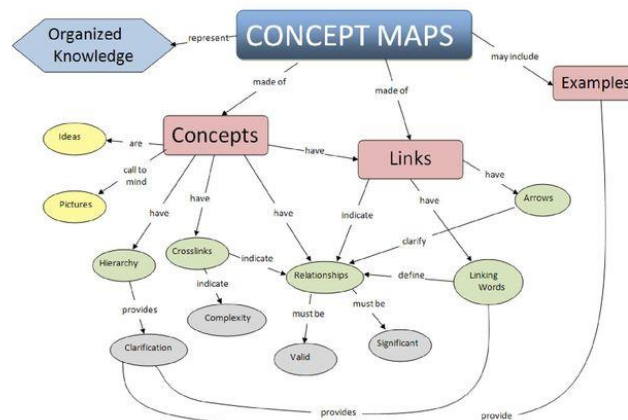
- Give a brief introduction about yourself
- Why do you want to work here?
- What skills, abilities or strength can you offer our organization?
- What do you want to do in the future?
- What are your goals?
- What are some of your interest?
- What is your educational background?

Activities

1. Create a concept map of interview DO s & Don't.

What Is Concept Mapping?

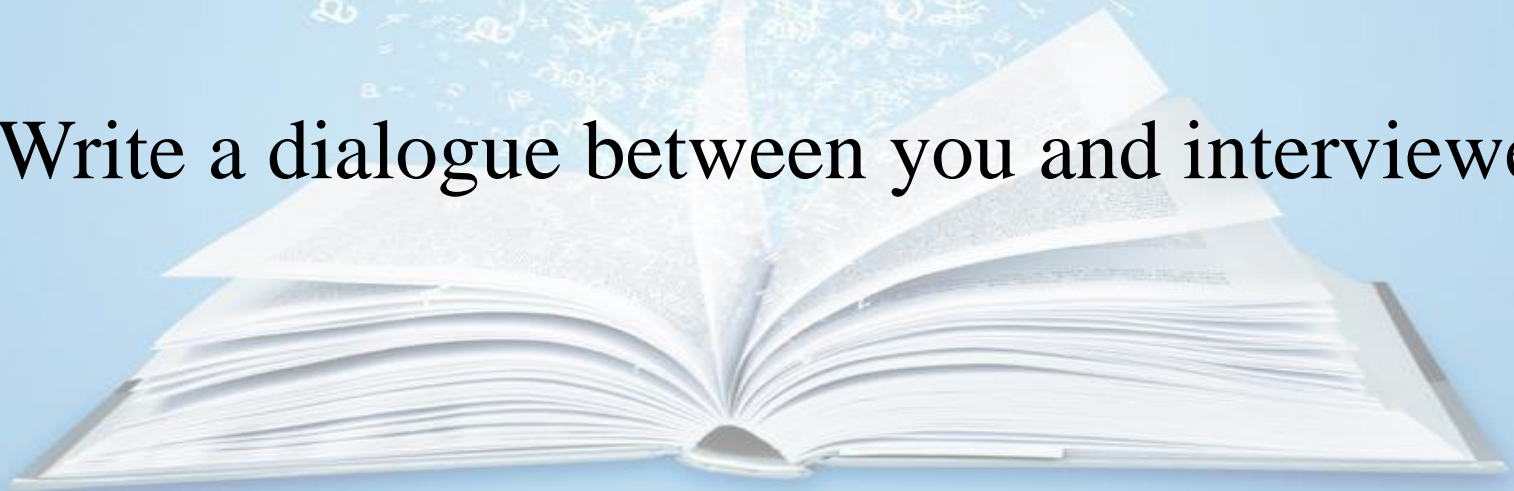
A graphic organizer that shows relationships among connected concepts and ideas.



2. Imagine you are Amal .You have applied for a post of junior personal assistant.

- What questions the interviewer will ask?
- How will you respond to the interviewer?

Write a dialogue between you and interviewer.



3. Complete Job Interview worksheet

What kind of job would you like to have?

1. Job 1 _____

2. Job 2 _____

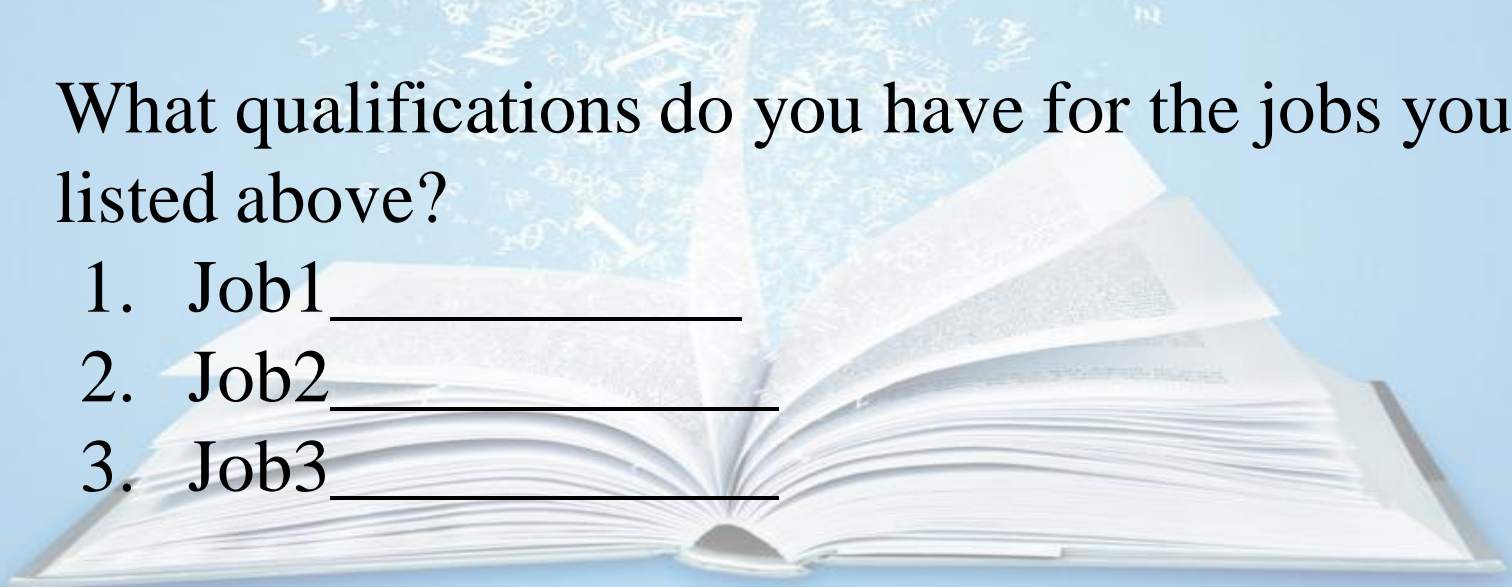
3. Job 3 _____

- What qualifications do you have for the jobs you listed above?

1. Job1 _____

2. Job2 _____

3. Job3 _____



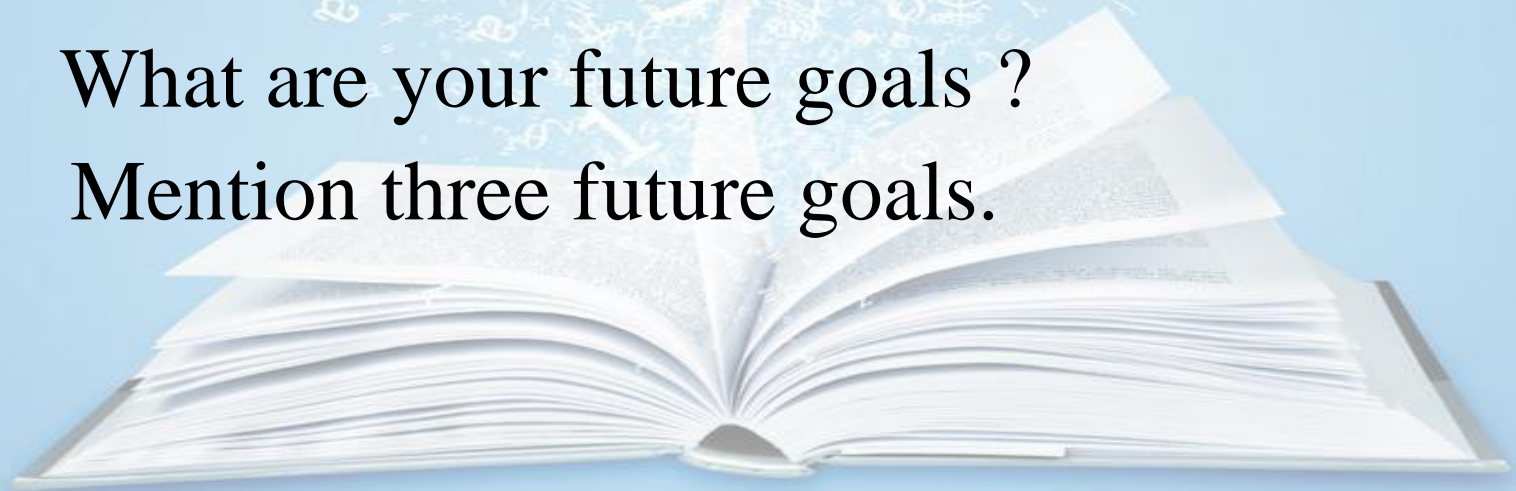
- What can you do to be better qualified for three jobs?

1. Job1 _____

2. Job 2 _____

3. Job3 _____

- What are your future goals ?
Mention three future goals.



Thank You

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