

# TEACH-THIS.COM

## The Job Interview

Interviewer for the position of \_\_\_\_\_

**Part 1 - Discuss and then write down the salary, hours of work, etc, for the job above.**

Salary \_\_\_\_\_

Hours of work \_\_\_\_\_

A normal day \_\_\_\_\_

Place of work \_\_\_\_\_

Dress code \_\_\_\_\_

Travel \_\_\_\_\_

**Part 2 - Use the prompts to write job interview questions. You will ask these questions to the candidate.**

Age \_\_\_\_\_

Work experience \_\_\_\_\_

Qualifications \_\_\_\_\_

Current salary \_\_\_\_\_

Skills \_\_\_\_\_

Languages \_\_\_\_\_

✂ -----

Candidate for the position of \_\_\_\_\_

**Part 1 - Discuss and write down the ideal criteria for the candidate to have, e.g. the person's age, work experience, etc. You will take on the role of the ideal candidate.**

Age \_\_\_\_\_

Work experience \_\_\_\_\_

Qualifications \_\_\_\_\_

Current salary \_\_\_\_\_

Skills \_\_\_\_\_

Languages \_\_\_\_\_

**Part 2 - Use the prompts to write questions for the interviewer. You will ask these questions in the interview.**

Salary \_\_\_\_\_

Hours of work \_\_\_\_\_

A normal day \_\_\_\_\_

Place of work \_\_\_\_\_

Dress code \_\_\_\_\_

Travel \_\_\_\_\_

# TEACH-THIS.COM

## The Job Interview

In this teaching activity, students create job interview questions. Then, the students role-play a job interview and practice asking and answering questions.

Before class, make one copy of the worksheet for each pair of students.

### Procedure

Begin the activity by discussing job interviews with the class. Ask students what topics they are normally asked about at an interview, e.g. work experience, qualifications, etc. Then, ask the students what questions they would ask or be asked in a job interview.

Next, ask the students what jobs they would like to apply for. Write the most popular job on the board. Explain that students are going to play the role of an interviewer or a candidate for the job on the board.

Split the students in half. One half of the students are interviewers and the other half are candidates.

Give each student a copy of their respective worksheet and ask the students to complete the heading at the top of the worksheet with the job position on the board.

Next, sit the students together in their groups and ask them to focus on part one of the activity.

Tell the interviewers to discuss and decide on the salary, hours of work, etc. Tell the candidates to decide on the ideal criteria for the candidate to have, e.g. the person's age, work experience, etc.

When everybody has finished, bring their attention to part two of the worksheet.

The students use the prompts on their worksheet to create and practice some questions to ask during the interview. Check the answers as a class and write the questions on the board for the students to refer to during the role-play.

### Possible Answers

How old are you?  
What experience do you have?  
What qualifications have you got?  
How much do you currently earn?  
What are your skills?  
How many languages do you speak?

What is the salary?  
How many hours a week would I work?  
What would a normal day be like?  
Where would I work?  
Is there a dress code?  
How much travelling would I do?

After that, divide the interviewers and candidates into pairs. Explain that the interviewer's task is to decide if the candidate is right for the job. The candidate's task is to find out as much information as possible to decide if they actually want the job. Students then role-play the job interview.

When all the pairs have completed the job interview, ask the interviewers what qualities they were looking for. Ask the candidates what they thought of the job and if they would like to have been offered the post. Invite several pairs to act out their role-play for the class. Ask students to vote for the best candidate from the interviews.