

Lesson 21

Interviews

Aims

The aims of this lesson are to enable you to prepare for interviews and job applications:

- you are interviewed for two jobs and you have to answer questions, you write down your Personal Details
- a Job Description is given of one, and you are asked why you want it, and why you think you are suited to it
- some advice about composing your CV

Context

You have reached the end of the main course and here we start on some more specialized and advanced topics, which may not be of interest to all students on this course. As ever, check your Key to see you are answering correctly. You may invent your answers if you wish.

A Job Application

You have seen an Advertisement in a Daily Paper for the following job vacancy:



The National Bank requires an assistant as soon as possible. The person applying must have GCSE qualifications in at least English and Mathematics plus a qualification in information Technology, and/or familiarity with the Computer. Also desirable will be a good telephone and personal manner, and ability to deal with the public.

Please apply for the post with a CV and two References by June 27 2003, quoting: BC 23765

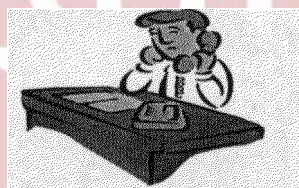
Ms Norma Rutherford, Personnel,
National Bank plc, 36 High Street,
Enford, Middlesex ED46 9VG

You have applied for this post, and have been invited to an Interview at the

Bank. You must imagine yourself a young man/woman of about seventeen, who has just taken various GCSE subjects at school or college. You have the required qualifications listed in the advertisement, and you have passed with good grades six other subjects that you can mention from your own or imaginary experience.

At the interview you will be asked questions about these subjects and how they may contribute to your efficiency in the job as a bank officer. You may also be asked questions on your general interests, your ability to relate to people, and your writing and communication skills.

Write down notes based on the advertisement, the information above, and your own or invented experience to answer questions in the following interview.



When trying this Activity, you should write down the answers and practise reading them aloud in preparation for the interview, bearing in mind the job description in the newspaper: the Key after this Lesson can inevitably only be a guide.

Activity 1

Scene : the Bank Board Room, the National Bank, Enford...

You are now being interviewed: imagine that the Manager Peter Fitzwarren starts asking the questions. Speak aloud and try to answer the questions effectively at a normal speed.

FITZ WARREN

Good morning...

YOU

(You give your name)

FITZ WARREN

You have applied for the post of Bank Teller in our Bank. Can you explain why you have applied for this post?

YOU

(You explain why...)

FITZ WARREN

The post involves direct contact with the public. Are you confident you can

handle any potentially difficult situations?

YOU

(You answer how you think you can deal with problems)

FITZ WARREN

Now our Branch Manager Susan Tennant will ask you some questions. Miss Tennant...

MISS TENNANT

You have explained how you would deal with a potentially difficult situation. Can you now tell us what you consider the main needs are for everyday work? For example, dealing with money especially from businesses...

YOU

(You give details of how you would approach your work day)

MISS TENNANT

Thank you. Now you say in your application, you have passes in English and Mathematics, can you say something about that? Which subject do you prefer?

YOU

(You explain; please remember that Mathematics is quite important in a bank..)

MISS TENNANT

What are the other subjects you enjoy? And what do you enjoy about them?

YOU

(Here you are free to say what you like: you can refer to the Key, but please note that especially here it can only be a guide)

FITZ WARREN

Many thanks. Now Alan Barnard who deals with regional enquiries has some questions...

BARNARD

It is important that anyone employed in the bank should be computer literate: is this the case with you? Can you send emails?

YOU

(Again you have a free answer, the Key acting as a guide)

BARNARD

Thank you very much. What do you think is the main advantage of the computer? Have you any ideas on that?

YOU

(You should decide on what might be the best answer, depending on your own experience. You may check the Key which could give you additional ideas for your Tutor-marked I Assignment in the next Lesson.

FITZWARREN

Thank you very much; that was most interesting. Now finally, here are some questions on your interests: do you have any special interests or activities that you would like to talk about? Sports for example?

YOU

(Here you have another free question you can answer as you wish. It will give you practice at expressing yourself aloud and on paper; please refer to your Tutor if you have any special problems arising from this)

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