

DO'S AND DONT'S DURING A JOB INTERVIEW

Complete Jasmine's interviews and fill in the worksheet « Stages of a job interview »

Jasmine's interview I

Peter Cairn: Come in! Hello, you must be Laura Dean.

Laura: _____

Peter Cairn: Okay. Well, take a seat. Er... I'm Peter Cairn, I'm the staff manager. I've been waiting for you...

Laura: Yeah, sorry. It's a long drive from Dublin! _____

Peter Cairn: Anyway. Tell me a little bit about yourself.

Laura: What... _____

Peter Cairn: Well, what kind of jobs you've had, for a start...

Laura: Well... I've worked on and off at my uncle's cafeteria, doing dishes, at weekends, or in the summer...

Peter Cairn: Right. Now, as you saw in the ad, we're looking for an assistant gardener. Have you ever done any gardening before?

Laura: No, _____ just pushing the lawn mower around or turning on the sprinklers! I do have a question though. The ad said the job starts early in the morning. _____

Peter Cairn: Eight o'clock? Our golfers are here before seven! You'd have to be here by six...

Laura: Six! _____!

Peter Cairn: Yes, of course you get coffee breaks. You get two coffee breaks, two twenty-minute

coffee breaks, and an hour lunch break. Right...

well... Do you have any more questions?

Laura: _____?

Peter Cairn: The job pays 7.50 an hour. Well, unless you have any more questions, we'll get back to you by the end of the week...

Laura: OK. I'll be waiting for your call!

Peter Cairn: Yeah, alright. Thank you for your time!

Laura: _____!

Hey, do I get to drive the golf carts?

Peter Cairn: I don't think so, Jasmine. Because you won't be getting the job, come on! Seriously!]

Jasmine's interview II

Peter Cairn: Come in!

Laura: _____

Peter Cairn: Ah yes! Hello, Laura, I'm Peter Cairn, the staff manager. Please take a seat.

Laura: _____

that off.

Peter Cairn: So, Laura, what can you tell me about yourself?

Laura: Well, _____

because I love nature and I'm fond of working outdoors. _____

Peter Cairn: For a change? Er... What do you mean?

Laura: _____

doing the dishes, at week-ends, half-terms, summer holidays. It's been great work experience but I'd love to try something new, and outdoors...

Peter Cairn: Have you ever done any gardening before?

Laura: _____ not a lot, just mow my parents' lawn, but I'm keen to learn. _____

Peter Cairn: And do you realise you'd have to be here by six?

Laura: Oh! _____ I'm a morning person.

Peter Cairn: OK, well, so, well the job pays €7.50 per hour. Do you have any questions?

Laura: No, I don't, but I'd just like to say that _____

Peter Cairn: Noted Laura! Well, we have a few more people to interview, but we'll be back to you by the end of the week. Er... Thank you for coming in!

Laura: _____ Sir! Goodbye.

[Well, how did I do?

Peter Cairn: Much better! That was so good that time.

Laura: So? Do I get to drive that golf cart now?

Peter Cairn: You just might!

Laura: Yes!]