

A job interview

Here are some typical questions which might be used at an interview for a job

How are you today? Did you have any trouble finding us? Isn't this great weather we're having?

Can I just check your personal information? Your name is, isn't it?

What is your present address and telephone number? What is your date of birth?

Are you married? Have you got any children?

Tell me about yourself. (Hobbies, interests.....)

What is your present job? What do you do? What are you doing at the moment?

Can you tell me about your responsibilities at your present/last job?

Why do you want to change jobs? What type of position are you looking for?

Are you interested in a full-time or part-time position?

Have you ever been unemployed before? If so, for how long?

How do you get on with people in general?

Do you mind taking on responsibilities?

Can you work on your own initiative?

Do you prefer giving orders to taking them?

How much do you expect to earn per month?

Would you be prepared to travel to foreign countries? Are you used to flying (air travel)?

What languages can you speak? Do you speak them fluently? Can you write them?

Where did you study English? How long did you study/have you been studying English?

Have you got an international driving licence and is your passport up to date/clean? Do you mind driving long distances? Have you got a car?

What word-processing packages can you use? Are you I.T. literate?

What do you think are your strong points? What is your greatest strength?

What is your greatest weakness? What are you most proud of having done recently?

We have a lot of applicants, why should we appoint you? Why do you want to work for us?

If we appointed you how long would you stay? Which is more important to you: status or money?

What are your long term goals?

What would you like to be doing in 10 years' time?

When will you be available to start? Have you got a contract to finish?



Job Interview Role Play Exercises

L Darling-Hammond



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