

A close-up photograph of grass blades covered in a fine layer of white frost or dew. The background is a soft, out-of-focus blue and white, suggesting a misty or foggy environment. The lighting is bright, creating a high-contrast scene with some lens flare effects in the upper right corner.

CHAPTER 2: JOB INTERVIEWS

Couse chapter plan 2 : Job Interviews



- ❖ Lesson Plan
- ❖ Warm-up Activities
- ❖ Vocabulary
- ❖ Listening and Speaking
- ❖ Language Focus: Present Continuous Tense
- ❖ Reading: CV or RESUME
- ❖ Writing: CV or RESUME
- ❖ Culture Note: Tips for Job Interviews

Chapter 2: Job Interviews

Warm-up Activities

Work with your partner, make a list about your personalities best describing yourself.

Example: I think I am hard-working and confident.

1. _____
2. _____
3. _____
4. _____
5. _____

Chapter 2: Job Interview

Check the following vocabulary how many words you know and compare with your friends.

Hard-working	Persistent	Punctual
Flexible	Slow	Sensitive
Careless	Organized	Responsibilities
Loyal	Self-controlled	Enthusiastic
Honest	Reliable	Ambitious
Clumsy	Motivated	Proud
Greedy	Confident	Committed

Chapter 2: Job Interview



Work with a partner and identify the word. Which one is positive and negative? Make a list below.

<u>POSITIVE</u>	<u>NEGATIVE</u>

Chapter 2: Job Interview

Vocabulary: Adjective for Job Interviews

- **Motivated** = Wanting to do something, especially something that involves hard work and effort.
- **Enthusiastic** = Feeling or showing a lot of excitement and interest about somebody/something.
- **Punctual** = Happening or doing something at the arranged or correct time; not late.
- **Confident** = Feeling sure about your own ability to do things and be successful.
- **Honest** = Always telling the truth, and never stealing or cheating.

Chapter 2: Job Interview

Vocabulary: Adjective for Job Interviews

- Ambitious = Needing a lot of effort, money or time to succeed.
- Reliable = That can be trusted to do something well; that you can rely on.
- Organized = Arranged or planned well or in the way mentioned.
- Committed = Willing to work hard and give your time and energy to something; believing strongly in something.
- Flexible = Able to change to suit new conditions or situations.

Chapter 2: Job Interview

Vocabulary: Adjective for Job Interviews

- Easy-going = a relaxed person who is easy to have a good relationship with.
- Hard-working = someone who works well and isn't lazy.
- Trustworthy = someone who you can rely on.
- Methodical = a person who pays attention to details and works in a logical way.
- Proactive = someone who takes steps to complete tasks without supervision.

Résumé

Personal Information :

Name : Ms. Mesathida Wanchai

Nationality : Thai

Date of birth : 25 January 1997

Marial Status : Single

Education Background:

Univerity : Chiang Rai Rajabhat University

Major : English Major

Year of Graduation : 2017

Language Skills

English, French and Japanese

Work Experince (s)

January -March 2017 3 months internship at Big C Supermarket

October 2016- Present Work part-time at Top Supermarket

Reading: CV or RESUME

Chapter 2: Job interview

Read the passage and choose the best answer.

Refer to the résumé, answer the question.

1. What is the candidate's full name?

2. What is her nationality?

3. Is she married?

4. Can she speak English?

5. When is her birthday?

Résumé

Personal Information :

Name : _____

Nationality : _____

Date of birth : _____

Marial Status : _____

Education Background:

Univerity : _____

Major : _____

Year of Graduation : _____

Language Skills

Work Experince (s)

Writing Skill: Own RESUME

Chapter 2: Job interview

Writing your own RESUME.

Culture Note: Tips for Job Interviews

Culture Note:

TIPS FOR THE JOB INTERVIEW

Everyone wants a good job with a high **salary**, **opportunity** for advancement, generous **benefits** such as medical and dental care, as well as a job one can enjoy. Good jobs are sometime hard to obtain and it is often that the interview determines which **applicant** is hired.

Even though you have good **skills** and you are a hard worker, often another factor will determine whether you get the **position**: your **personality**. During the interview, the employer usually tries to find out about you as a person. You will be ready for his or her questions if you follow these three guidelines:

1. Know yourself. What are your interests and **qualifications** for the job you seek? be prepared to talk about them briefly and intelligently.
2. Know something about the firm. The more you know about the firm, the better prepared you will be to suggest ways you can be of help to the **company**.
3. Check your personal **appearance**. Before you leave for the interview, make sure your clothing is neat and clean. Do not wear jeans, gaudy jewelry, heavy makeup and so on.

The interview can be a very interesting experience and should not frighten anyone who is prepared.

Chapter 2: Job Interviews

Culture Note: Do & Don't for Job Interviews

Do and Don't

Please write 'do' and 'don't' in front of the sentences.

- _____ Dress properly, neatly and cleanly.
- _____ Arrive 10 minutes early.
- _____ Arrive late.
- _____ Prepare or bring extra résumé to the interview.
- _____ Make eye contact.
- _____ Speak with a firm voice and confidently.
- _____ Sit nicely and upright/straight.
- _____ Use or answer the telephone during the interview.
- _____ Switch off your cellphone.
- _____ Tell jokes during the interview
- _____ Say something negative about yourself and your previous company.
- _____ Ask intelligent questions about the job and responsibility of the company.

Chapter 2: Job Interviews

Most of vocabulary for jobs requirements.

- Good personality with excellent communication skills
- Self-starter and quick learner
- Good typing skill and computer literate
- Multitasking skills are required
- Works well under pressure, challenges status
- Able to coordinate with team.
- Good communication, negotiation and interpersonal skills
- Able to work independently and to coordinate several activities simultaneously
- Ability to handle multiple tasks under pressure and meet deadlines. (essential)

- Proficiency with Microsoft office, specifically Excel, word
- Well organized, meticulous, and detail-oriented
- Must be able to work flexible schedules and other assigned duties.
- Excellent written skill in official document
- Able to deal with multiple parties both in-house and third parties with tight timeline
- Is creative with a good personality, perseverance and the ability to think in their feet
- Enjoys learning new things in the field of digital marketing or online marketing technology
- Have good human relations. Always ready to learn new things

โครงสร้าง Present Continuous

ประโยคบอกเล่า

Subject + is,am,are + V.ing

ประโยคปฏิเสธ

Subject + is,am,are not + V.ing

ประโยคคำถาม Yes/No question

Is, am, are + Subject + V.ing?

ประโยคคำถาม Wh- question

Who/ What/ Where/ When/ Why
+ is,am,are + Subject + V.ing?

Language Focus

Chapter 2: Job Interviews

Present Continuous Tense

Tense ที่ใช้บอกเล่าเหตุการณ์ที่กำลังเกิดขึ้นในขณะพูด และเหตุการณ์ที่จะเกิดขึ้นแน่ๆในอนาคต

Present Continuous Tense

1. ใช้เพื่อบอกเล่าเหตุการณ์หรือการกระทำในปัจจุบันที่กำลังดำเนินอยู่และยังไม่จบลง (จะจบลงในอนาคต) โดยอาจพบคำบอกเวลา (Adverbs of time) ปรากฏอยู่ในประโยคด้วย เช่น now, at the moment, right now เป็นต้น ตัวอย่างการใช้เช่น

I am studying at Chulalongkorn university.

(ฉันกำลังศึกษาอยู่ที่มหาวิทยาลัยจุฬาลงกรณ์มหาวิทยาลัย)

Palm is trying to lose weight now.

(ปาล์มกำลังพยายามลดน้ำหนักอยู่ตอนนี้)

Present Continuous Tense

2. ใช้กับเหตุการณ์หรือการกระทำที่กำลังเป็นกระแสหรือเป็นที่นิยมอยู่ในขณะนั้น เช่น

These day, most people are favoring healthy food.

(ปัจจุบันผู้คนส่วนใหญ่กำลังนิยมอาหารเพื่อสุขภาพ)

3. ใช้กับเหตุการณ์หรือการกระทำที่กำลังจะเกิดขึ้นในอนาคต โดยมีการเตรียมและวางแผนไว้ล่วงหน้าอย่างแน่นอนแล้ว และมักพบคำบอกเวลา (Adverbs of time) เช่น tonight, this evening, tomorrow, next week เป็นต้น ตัวอย่างการใช้เช่น

I am meeting my parent tonight.

(ฉันจะพบกับพ่อแม่ในคืนนี้)

Cherprang and Pun are going on holiday next week.

(เฉมปรางและปัญญาจะไปพักร้อนสัปดาห์หน้า)

Present Continuous Tense

4. ใช้กับเหตุการณ์หรือการกระทำที่เกิดขึ้นบ่อยจนเกินไป ทำให้ซ้ำซากและน่าเบื่อ ตัวอย่างเช่น

Suwich is constantly talking. I wish he would shut up.

(สุวิชพูดไม่หยุดเลย ฉันหวังว่าเขาจะหยุดพูดเสียที)

**ผู้พูดแสดงอาการรำคาญจากการพูดไม่หยุดของสุวิช

I don't like gangster near my house because they are always making noisy.

(ฉันไม่ชอบกลุ่มอันธพาลใกล้บ้านของฉัน เพราะพวกเขาจะทำเสียงดังเสมอ)

**ถึงแม้ว่าเป็นเหตุการณ์ที่เกิดขึ้นประจำ แต่มันเกินพอดีจึงใช้ในรูปแบบประโยค Present Continuous Tense

The background features several stylized leaves with prominent vein patterns. The leaves are rendered in three colors: a vibrant green, a warm orange, and a pale cyan. They are scattered across the black background, with some overlapping. The central text is white and bold, providing a high-contrast focal point.

**20 QUESTIONS FOR JOB
INTERVIEW
(GUIDELINES)**

1. *Tell me about yourself...*

Similar interview questions:

- *I've read your resume, tell me more about who you are.*
- *Who is [your name]?*
- *What makes you who you are?*
- *Tell me about your background.*
- *How would other people describe you?*

<https://youtu.be/-ezFNrWMTlc>

Example of how to best answer this question for entry level candidates:

"I've worked hard in my education and my internships to prepare myself to become a world class accountant. I will be receiving my BBA in Accounting from the University of Illinois and have already completed two internships with large public accounting firms the past two summers. I worked for KPMG last summer in tax accounting and Ernst and Young the summer before in audit. I have already taken the prep exams for the CPA and am ready to sit for the CPA exam in the spring. I earned the Intern of the Year Award for the Chicago branch of KPMG this past summer..."

Example of how you should *not* answer question:

"Wow, well let's see...I was born in 1992 in Chicago, Illinois. I was the second boy in a family of four boys. We got along OK, except for my older brother, especially when he got older and joined a gang. My parents were Catholic, so it was a strict upbringing. I made my first communion in second grade and was confirmed in seventh grade. I was even an altar boy; can you believe that! I had a pretty rough childhood, and I spent some time at reform school..."

2. *Why should I hire you?*

<https://youtu.be/deuYRMikG-c>

Example of how to best answer this question for entry level candidates:

"Because I'm the best person for the job. I know you are interviewing other students with similar qualifications in terms of my degree and my internship. Yet I was awarded the Employee of the Month award as an intern this past summer and was the first intern ever to receive that award. I was given that award over all other nominations of their full-time staff. That award was given due to my delivery on a project that no one else had been able to successfully complete. I not only delivered the project, but I did it while also working on two other projects, both of which were completed during my job one summer as an intern. Let me tell you about the project where I won the award..."

Similar interview questions:

- *Sell me on yourself.*
- *What makes you different from others we are interviewing?*
- *Should we take a chance on you?*

Example of how you should *not* answer question:

"Well, I really need this job and it would be awesome to work here! I've been unemployed for a while and my Mom is starting to get on my case about it. And y'know, I really don't like living in the basement anymore. I want to get out on my own and be independent. So, if you hire me, I would be able to get out of the house and be off on my own. Life would be good."

3. *What is your long-range objective?*

<https://youtu.be/uycSt0pbuN8>

Example of how to best answer this question for entry level candidates:

"In the near term, I am focused on coming up to speed quickly in my new role. My longer-range goal is to become a subject matter expert in my field. I want to become the person others seek out for the answers to their most difficult problems. As an example of this, in my recent internship I took over management of the internal collaboration site for the project managers. The site had not been updated in over a year, so I took responsibility for making the updates and incorporating current material that would be of benefit to everyone. My work in this area won a departmental award, would you like to see a copy?"

Similar interview questions:

- *What are your long-term goals?*
- *Where would you like to be in 5 years? 10 years? 20 years?*
- *What is your end goal in your career?*
- *Where do you see yourself progressing in your job?*
- *What do you think will be your last job before retirement?*

Example of how you should *not* answer question:

"My long-term goal is to have your job. Actually, that's more my mid-term goal. My long-term goal is to become the CEO. So, I want to put myself on that path and continue to make course corrections along the way until I finally achieve that goal. So, I'm ambitious in what I want to do, I guess the real question is whether you can provide me with the roadmap for getting to the corner office?"

4. *What is your greatest accomplishment?*

Example of how to best answer this question for entry level candidates:

"I have several notable accomplishments in both my education and my work experience. Probably the most notable accomplishment was delivery of the mobile apps project during my internship this past summer. I joined the tech development team at a time when they were in the process of losing a team member due to relocation. That team member was the lead for the iOS version of the mobile app under development. Since I had already developed two iPhone apps and no one else on the team had worked with iOS, I was asked to take the lead for the iOS development and deployment, effectively half of the project. This was outside the original scope of my internship, but mission critical. I was able to deliver the app on time before completion of my internship and have deployed it to the iTunes store. It has already received over 100 positive reviews from customers. Would you like to see it?"

Similar interview questions:

- *What is your proudest accomplishment?*
- *What is the biggest achievement in your life?*
- *What is the single most important result in your life?*
- *At your future retirement party, what will you look back on as being the most important project or deliverable of your career to date?*

Example of how you should *not* answer question:

"Hmmm...greatest accomplishment? I'm not sure I have a greatest accomplishment. Most of the projects I have been working with have been canceled, but no fault of my own. We usually get ready to deliver something and then the project funding gets pulled and we are never able to deliver. So, then we all scramble to get moved to another project before we get targeted for layoffs. Some people at our company aren't as good at that as me and they've ended up being laid off. But I'm a survivor and I've been able to avoid the layoff ax all these years. So that's probably my greatest accomplishment is that I haven't been laid off despite all the projects being canceled. I'm pretty good at laying low and staying out of the spotlight."

5. *How has your education prepared you for your career??*

Example of how to best answer this question for entry level candidates:

"Several of my classes have tied into real world examples for my career. A recent example is with our case study class, where we reviewed a recent case of the merger between a large national bank and a smaller regional bank. Even though the case was interesting and highly relevant, it was two years old by the time we reviewed it in class. With guidance from our professor, I reached out to one of the Vice Presidents at the regional bank to assess the impact of the merger. It provided valuable insight not only into the financial models used for making the merger at the time, but also how they played out in the merger itself. My final paper ended up winning an award within my department. Would you like me to show it to you?"

Similar interview questions:

- *Why did you select _____ major?*
- *Why didn't you attend _____?*
- *Where were you accepted for college?*
- *Tell me about a classroom project with real-world application.*

Example of how you should *not* answer question:

"Well, I learned how to hold my beer, that's for sure. When I arrived on campus as a Freshman, I was a real lightweight. But over time, I learned to drink with the best of them. I know it's important to be able to hold your liquor in a work setting so that you don't do or say something stupid when you're out drinking with your co-workers. Most of my classes weren't really tied to work and the ones that were tied to my career were just plain boring. So, I've been working just to get my degree and get out of here so that I can start doing real work. The partying has been fun, but it's time to get on with my life."

6. *Are you a team player?*

Example of how to best answer this question for entry level candidates:

"Yes I am. An example of this was with my summer internship team, the Global Standards Project, where we were all working together with a variety of background and skills to produce a result which none of us could have achieved individually. It's important to note that I joined an already established team, so it was important to me to communicate with others and make sure I was on track for delivering my part of the project. Although my deliverable was a small part of the overall project, there were several team dependencies based on my ability to deliver. So, I not only kept everyone current during the weekly meetings, I also worked closely with several key team members throughout the week to make sure I kept my portion of the project on track. The result is that I delivered on time and within budget. The entire project met its deliverables, and they are now on to the next phase of the project."

Similar interview questions:

- *Do you like working in a team?*
- *Are you better on a team or working by yourself?*
- *Tell me about a team project and your contribution.*

Example of how you should *not* answer question:

"You bet I am! That is, if I'm on the right team. If I'm not on the right team, and that's happened to me, I will work to get moved to a different team. Just like LeBron James had to make the move to Miami, I've had to move around teams to get on the right one. Although I guess I wouldn't move back to Cleveland, but you get the idea. If someone can get me the ball when I'm hot, hey I'm smoking hot. Surround me with other superstars and I'll be a superstar, too! So now I'm looking to get off my team and join another team so that I can be my best. My current team was good for a while, but now they kinda suck and I'm doing all the work. I want to move to a team where everyone plays their best and we can win a championship."

What is your greatest strength?

Example of how to best answer this question for entry level candidates:

"Good question. I have quite a few strengths, but if I had to focus on one that I would consider to be my greatest strength, it would be my work ethic. I'm driven to succeed and deliver results, which I know is not the case with many others. As an example, on my recent internship, I was given a secondary project which my boss later realized was much too large in scope to be accomplished within the timeframe of my internship. Yet I was really into the project and kept working on it long after the other interns went home each day. I really wanted to deliver this project before my internship was completed. In the end, I was able to have a prototype up and running before my last day. My boss said she was amazed at how much I accomplished and how I completed something that she didn't think would be possible..."

Similar interview questions:

- *What do you do best?*
- *What is an area where you are an expert?*
- *Is there an area where you are the go-to person on your team?*
- *What is your greatest attribute?*

Example of how you should *not* answer question:

"Well, I think I'm pretty much awesome in any and every area you can think of. You name it, I have it covered. In fact, I really don't have any weaknesses, pretty much everything is my strength. So, if you were going to ask that question about what is my greatest weakness, don't, because I don't really have any. That really bugs me when people ask that question, because it assumes that I have a weakness of some sort and I don't. If you look up 'awesome' in the dictionary, my name will be there."

What is your greatest weakness?

Example of how to best answer this question for entry level candidates:

"I have had problems in the past with taking on too many projects and then not delivering quality and, in some cases, not delivering on time. I was simply stretched too thin in too many areas with not enough time to deliver in a quality manner. I think that's the opportunity that is there as a new college student, you want to do everything and be involved in everything. However, I've learned that I'm not at my best when I have too many conflicting priorities. I've had to cut back on some of the less important extracurricular activities to focus on delivering my academic projects with the highest quality. This prioritization of my work has carried over to my work life with my recent internship. I had several key deliverables that were due the same week, so I met with my boss to prioritize the delivery schedule. She helped me focus on both the timing and the quality of the delivery. In the end, all three projects were delivered with high quality results. Would you like me to tell you more about them?"

Similar interview questions:

- *In what areas are you the weakest?*
- *What are the areas where you need to improve your skills the most?*
- *Are there areas where you need to develop your skills further?*
- *What would your boss say is the area where you need further improvement?*

Example of how you should *not* answer question:

"My greatest weakness is that I'm a workaholic. I don't have any balance in my life and tend to stay late at work to complete all of my projects, often until 3 in the morning. I'm usually the first one in and the last one to leave. I know I should probably address my workaholic tendencies, but I know they help me to get everything completed. So, I just keep on working, even when I'm not at work. As a result, my personal life has suffered, I'm recently divorced, my kids say they never get to see me, which is true. My life is a train wreck due to working all these crazy hours. I just keep working and working."

Why did you choose this career?

Example of how to best answer this question for entry level candidates:

"There were many influences that went into my decision to select this career field. One of my early mentors was a business friend of my mother, who worked in the insurance industry and encouraged me to explore opportunities in this field. She pointed me in the right direction to explore the possibilities. But it was the combination of my career research along with my professors in my major who helped to solidify my decision. My internship last summer helped me to get an inside view into the world of work in this field..."

Similar interview questions:

- *Why did you decide to become a _____?*
- *What factors influenced you to choose this career path?*
- *Why do you want to become a _____?*

Example of how you should *not* answer question:

"Well, I took a class with a professor I really liked, he made the class so fun that I thought this might be a really interesting way to make a living. I didn't really connect the dots between the major and potential career until late in my Senior year. Although I love Chemistry, I wasn't really interested in working for a company in the chemical field. So, I had to look around to see what else I could do with my degree. I guess I just fell into this career field because it was the only thing out there available at the time for someone with my degree. I didn't really plan it that way."

Is money important to you?

Example of how to best answer this question for entry level candidates:

"Yes, money is important to me, since it's both a measure of my value and it helps me to take care of the personal needs in my life. But the opportunities for growth and advancement which would be offered to me are even more important to me than money as I grow and succeed in the role. Can you give me some examples of how others in this role have advanced in their careers over time?"

Similar interview questions:

- *How much will money weigh into your decision on accepting a new role?*
- *What is most important to you about making a career change?*
- *Is salary a motivator for you?*
- *Would you rather earn a lot of money or have a job where you can grow and advance?*

Example of how you should *not* answer question:

Yes, money is the real key for me. It's how I'm measured in my work. Everything I do revolves around how much money I make. If I'm doing a great job, I expect to be paid for it. If not, I will move on to another employer who values me higher. In fact, that's why I'm here talking to you today..."

MORE QUESTIONS

11. *Where do you want to be ten years from now?*

Similar interview questions:

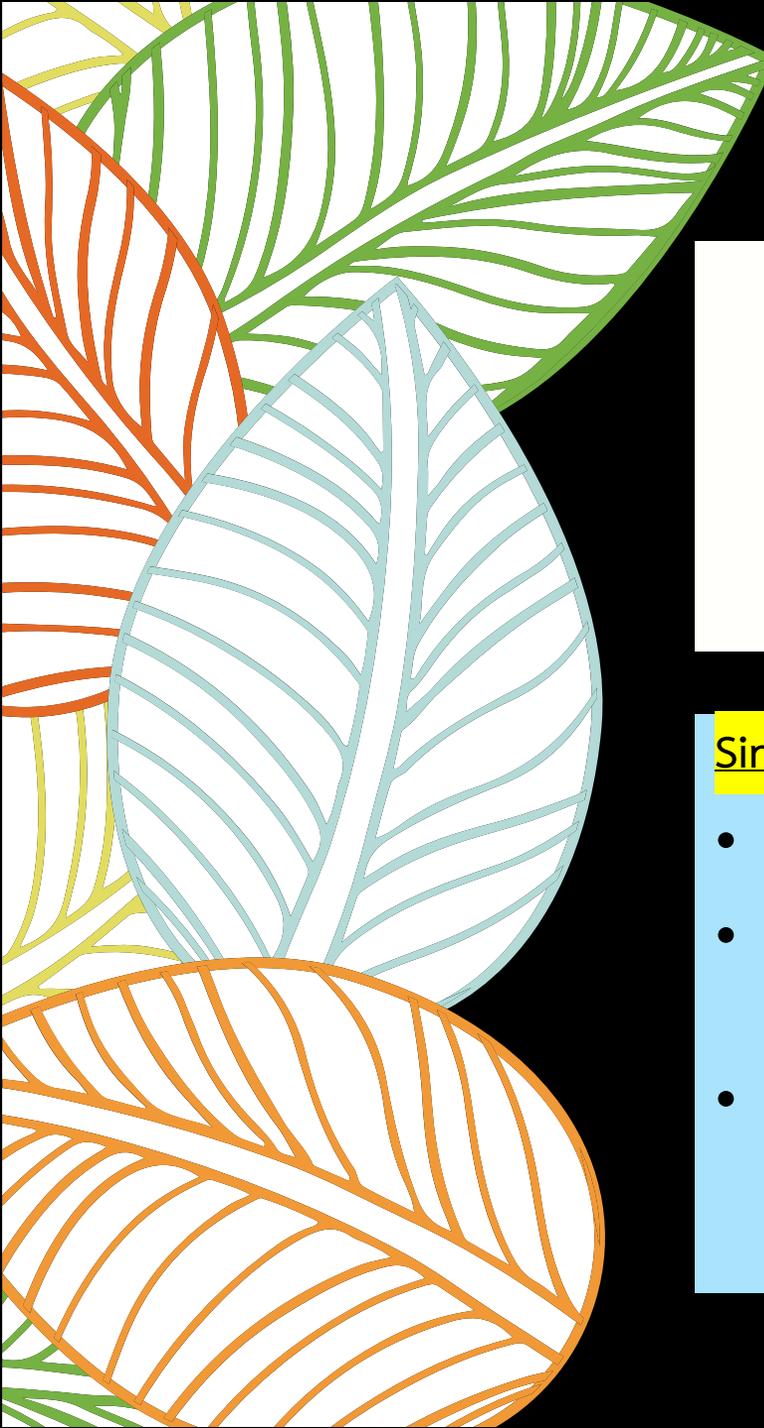
- *Where do you want to be two to five years from now?*
- *Are you looking to get promoted in your career?*
- *Are you more interested in following an individual contributor path or management path?*
- *What level role do you aspire to in your career?*



12. *Have you done any public speaking?*

Similar interview questions:

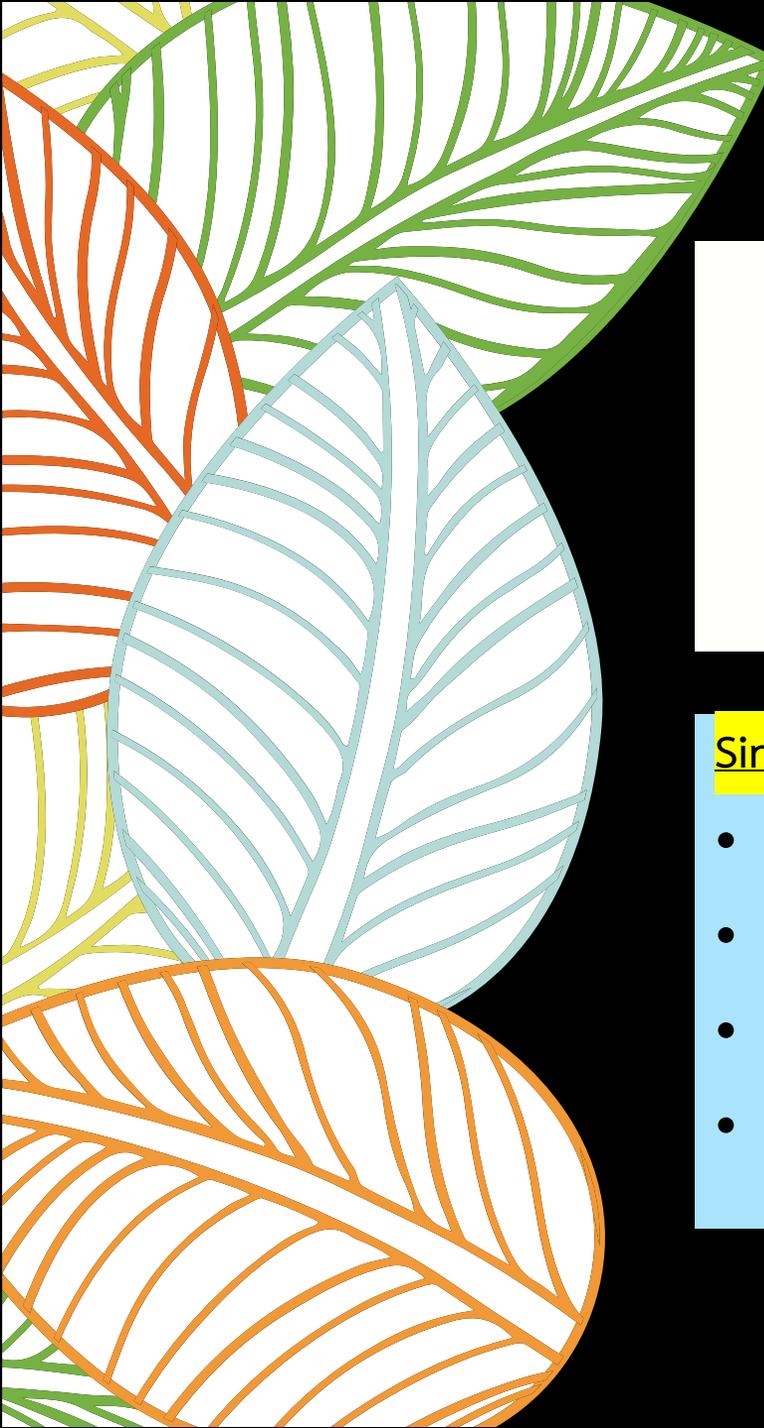
- *Tell me about your group presentation skills.*
- *Have you ever given a speech in front of an audience? How many people?*
- *Do you have a fear of public speaking?*
- *Have you ever frozen up while speaking to an audience?*



13. *What has been your biggest professional disappointment or letdown?*

Similar interview questions:

- *Where have you come up short in your career and how did you handle it?*
- *Tell me about something in your career where you would like a do over.
How do you handle failure?*
- *What would your boss or professor say about how you handled something that turned out poorly?*



14. *What has been your biggest professional disappointment or letdown?*

Similar interview questions:

- *How are your multitasking skills?*
- *Do you prefer to work on things one at a time or several at once?*
- *Do prefer working in a highly structured or a highly unstructured environment?*
- *How many different tasks can you juggle concurrently?*



15. *Do you do any volunteering in your spare time?*

Similar interview questions:

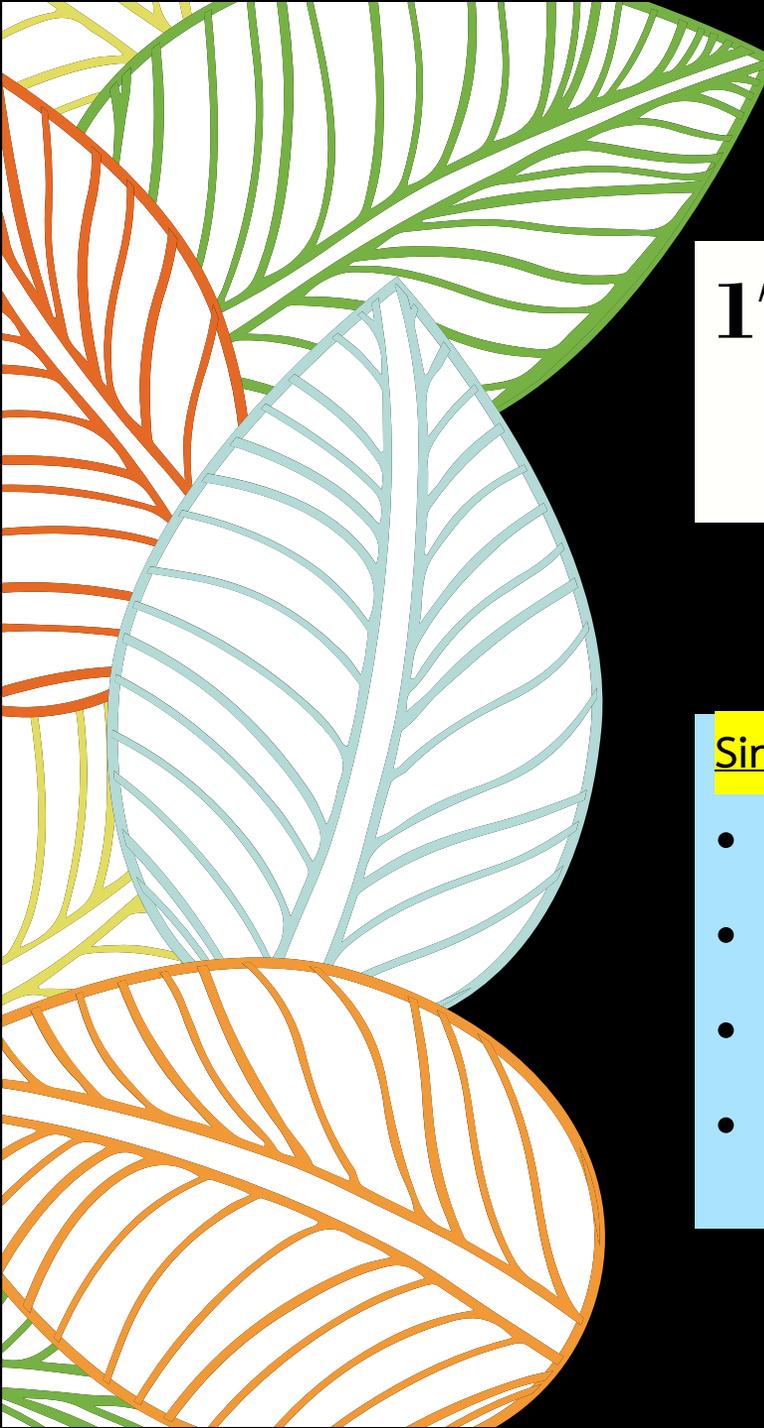
- *What are your interests outside of work?*
- *Do you do any professional development activities outside of your job?*
- *What have you done to contribute to others in your field on your own time?*
- *Do you get involved in any community organizations?*



16. *What type of decisions are the most difficult for you to make?*

Similar interview questions:

- *Have you been in a situation where you were unable to make a decision? Tell me about it.*
- *What do you do when your only options for making a decision are less than optimal?*
- *Tell me about a time when you struggled with making a decision.*
- *How do you assess before making difficult decisions?*



17. *What new competencies or skills have you recently developed?*

Similar interview questions:

- *Tell me about new skills you have added in the past year.*
- *Where are you focusing in developing your competencies?*
- *Give me an example of your recent skills development.*
- *Which competencies in your skills portfolio need further development?*



18. *What have you done to improve yourself in the past year?*

Similar interview questions:

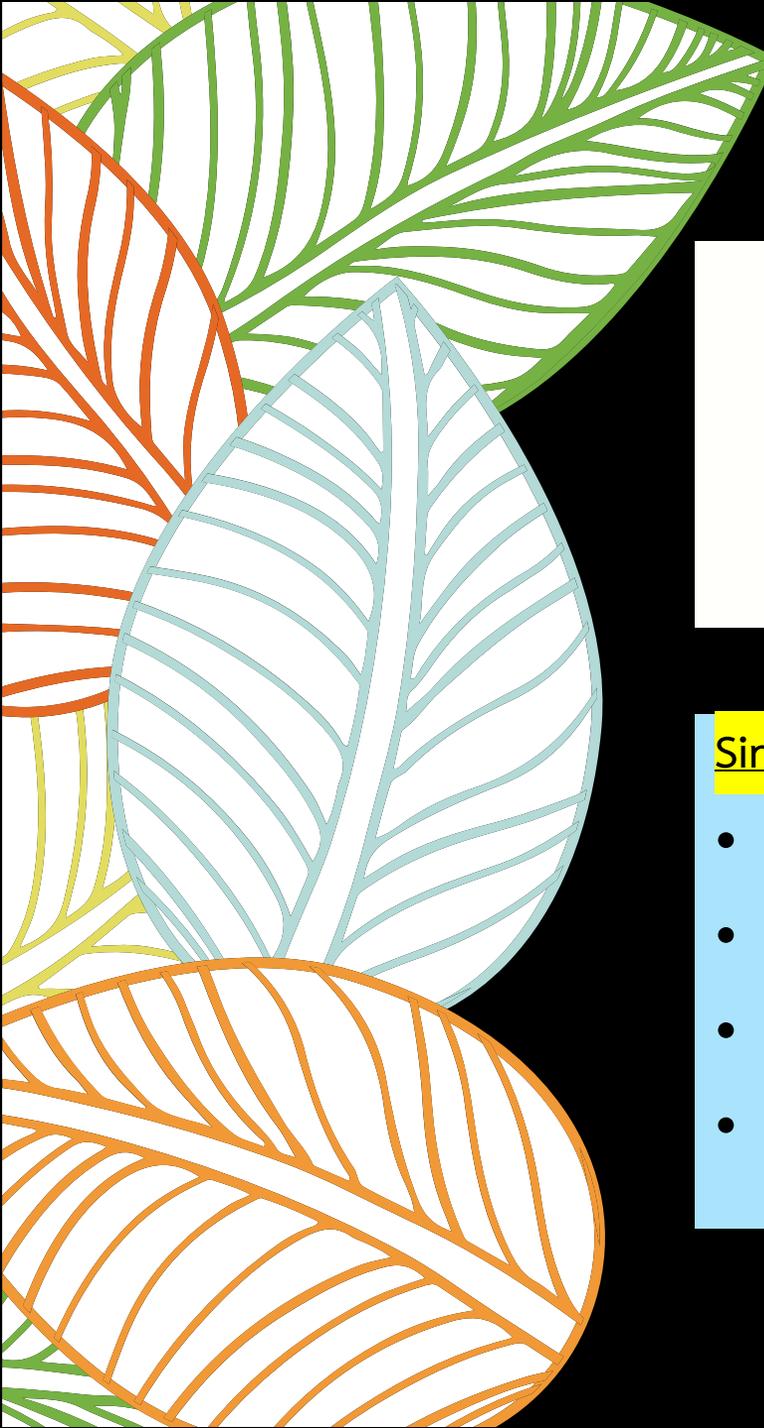
- *Have you undertaken any areas of self-improvement in your career?*
- *What are you doing to improve your work skills?*
- *Have you taken any training recently?*
- *Tell me about areas where you need to improve and what you have done to address these areas.*



19. *How would you describe your personal work style?*

Similar interview questions:

- *What is your typical work routine? Walk me through a normal workday for you.*
- *Tell me about how you organize your work.*
- *Do you spend more time planning or more time doing your work?*



20. *Tell me about the hardest decision you have ever had to make.*

Similar interview questions:

- *What do you do when you need to make a difficult decision?*
- *Give me an example of your decision-making process.*
- *What is your thought process in working through a tough decision?*
- *When is it most difficult for you to make decisions?*

More Question !!!

- Why do you want *this* job?
- Describe your dream job.
- What kind of work environment do you like best
- Tell me how you think other people would describe you.
- If You Were an Animal, Which One Would You Want to Be?
- What Are Your Salary Expectations?
- What Should I Know That's Not on Your Resume?
- What Makes You Unique?
- Do You Consider Yourself Successful?
- What Are You Passionate About?
- How Do You Deal With Pressure or Stressful Situations?



THANK YOU