

### B1.13 Candidates for the Job

#### You can learn:

- How to talk about jobs and the world of work.
- How to compare candidates for a job.
- How to prepare for a job interview.

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**Discuss the questions in the box with your partner. They are all on the topic of work and jobs.**

- What job(s) do you do? Or, if you are not working, do members of your family and friends do?
- Which person that you know has the best job?
- Why is it such a good job? Is it well-paid?
- What are some jobs you think are boring?
- What are some jobs you think would be fun?
- When you were a child what job did you want to do when you grew up? Do you do it now?
- Do you think people over 65 should be made to retire? Why/why not?
- Do women usually work after getting married in your country? How long is maternity leave?
- Would you prefer to work outside or inside?
- What are the pros and cons of being a manager?
- Have you been for a job interview? Describe it.

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**Read through the job advertisement below. Make sure that you understand exactly what kind of person is required for the job.**



### Personal Assistant Wanted

Our client is an internationally successful film and T.V. personality. An opportunity has arisen for the right individual to provide secretarial and organisational support.

#### Job Specification

The duties will include:

- arranging foreign travel
- driving our client to jobs, interviews and other appointments
- taking charge of the client's household (managing a team of four others)
- providing secretarial support

#### Key Skills

- an ability to work to deadlines and manage a team
- Spanish would be an advantage

#### Qualifications

- clean driving license
- Word-processing skills

#### Person Specification

The successful candidate will be flexible, enthusiastic and professional. They must be able to show personal initiative, work under pressure and take criticism at times. They should be able to work with a wide variety of people from a range of backgrounds. A great sense of humour is essential.

#### Conditions of Employment

A contract will be offered initially for twelve months with a three month probationary period. A generous package will include free accommodation, trips overseas, use of a car, generous pension entitlement and thirty six days' holiday a year.

**Please send your C.V. and covering letter to Jill Diamond, PA Appointments, 84-86 Gilford Avenue, Barkingstoke, Bamford BA6 7HB**

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**B1.13 Candidates for the Job**

**3** Discuss with your partner which of these candidates would be the best person for the job.



1

**Susan Brown**

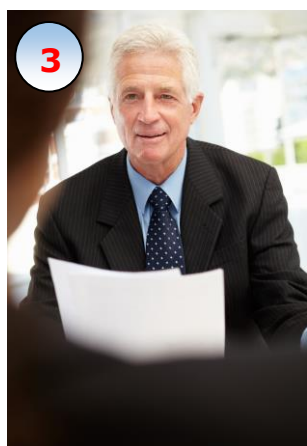
- Intermediate level of Spanish
- Full driving license
- Excellent WP skills
- Extensive PA experience
- Shy, but calm and professional



2

**Anjali Begum**

- Advanced level of Spanish
- Is learning to drive
- Good WP skills
- Only voluntary work previously
- Mature for her age, confident and out-going



3

**Ted Smith**

- Speaks no Spanish
- Full driving license
- Good WP skills
- Formerly Managing Director (of a small company)
- Charming and humorous



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**Oliver Bell**

- Has Spanish as second language
- Driving license (but with some points on for speeding)
- Basic WP skills
- Former actor
- Enthusiastic and always cracking jokes



5

**Molly Taylor**

- Elementary level of Spanish
- Full driving license
- Excellent WP skills
- Former travel agent
- Motherly, relaxed and well-organised



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**Philip Mansfield**

- Basic Spanish
- Driving license (but with some points on for speeding)
- Excellent WP skills
- Former Office Manager
- Authoritative and friendly

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- 4  **Now imagine that *you* have applied for the job. Role-play the job interview and take it in turns to be the interviewer/the person interviewed.**



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#### Job Interview Questions

- Why did you decide to apply for this position?
- Could you tell me about any relevant experience?
- Why do you think you are suited to this position?
- How do you feel about taking orders from your superiors?
- What sort of people do you find it difficult to work with?
- How well do you handle criticism?
- Are you good at managing a team?
- What are your ambitions for the future?
- How has your education prepared you for your career?

- 4  **Now write an email to inform your partner that they have been successful and have got the job.**

*Dear \_\_\_\_\_,  
It is my pleasure to inform you that you have been...*

