



Welcome to the **JUNGLE**, my man. This is it, do or die, survival of the **FITTEST** (la survie du plus apte). Afraid you're going to blow it? Relax. Here are some fail-safe tactics that'll shoot you to the top of anybody's **SHORT LIST** (liste de candidats présélectionnés). You will need: A professional-looking outfit, a briefcase or portfolio, an up-to-date resume, and a positive attitude.

Step 1: Do your research. Pore over the company's website, search for **RELEVANT** (pertinent) news items about it and its major competitors, and **CATCH UP** (se remettre au niveau) on the latest developments in your field. Look for **CONNECTIONS** between the company's needs and your **SKILLS** (compétences). Be prepared to discuss how your **ACCOMPLISHMENTS** (talents, réalisations) complement the company's goals.

2: Arrive a few minutes **EARLY**. At the very least, be right on time. Never arrive late for a job interview—that's just **LAME** (nul).

Step 3: Dress the part to give the visual impression that you **BELONG** (être à sa place). Not every interview **REQUIRES** (exiger) a coat and tie, but you should always look **NEAT** (soigné, élégant) and professional.

Step 4: Make nice with any **EMPLOYEES** you meet while waiting, and always be nice to the receptionist—she's the eyes and ears of the company.

Step 5: Greet your interviewer with a firm, dry **HANDSHAKE** (poignée de main). Don't give just a limp finger grab, don't go overboard and **CRUSH** (écraser, broyer) their hand, and don't try anything funny or clever.

Step 6: Make sure your resume and list of references are **UP TO DATE** (à jour), and bring extra copies of both.

Step 7: **LISTEN** as much as you talk. Keep your answers on point, and don't forget to ask questions as well as answer them.

Did you quit your last job to play **POKER** for a year? If so, be ready to explain why—you will be **ASKED**.

Step 8: Put a positive **SPIN** (effet) on everything. Everyone wants to hire a team player, so resist the urge to **COMPLAIN** (se plaindre) about another job or badmouth a **FORMER** (ancien) employer.

Step 9: Don't exaggerate your skills or **KNOWLEDGE** (connaissance). Be straight about what you do and don't know, and **OFFER** (offrir) to learn more if you get the job. Let your personality show, but save the **THEATRICALS** (exagération) for when you're hanging out with your friends.

Step 10: Smile, nod, and maintain eye contact. The proper body language **CONVEYS** (exprimer) interest and engagement. NO **SLOUCHING** (être avachi)!

Step 11: Before you leave, ask about the next step in the process and the **OVERALL** (d'ensemble) timeline for filling the **POSITION** (pour que le poste soit pourvu).

Step 12: Don't forget to thank everyone on the. **WAY OUT** (sortie), When you get home, mail a handwritten note to each person you **SPOKE** with. Did you know? **INTERVIEWERS** at Microsoft often asked job applicants why manhole covers are round just to test how well they thought on their **FEET**.

2) Write down what applicants mustn't do

Welcome to the jungle, my man. This is it, do or die, survival of the fittest. Afraid you're going to blow it? Relax. Here are some fail-safe tactics that'll shoot you to the top of anybody's short list.

You will need: A professional-looking outfit, a briefcase or portfolio, an up-to-date resume, and a positive attitude

Step 1: Do your research. Pour over the company's website, search for relevant news items about it and its major competitors, and catch up on the latest developments in your field. Look for connections between the company's needs and your skills. Be prepared to discuss how your accomplishments complement the company's goals.

Step 2: Arrive a few minutes early. At the very least, be right on time. **Never arrive late for a job interview**—that's just lame.

Step 3: Dress the part to give the visual impression that you belong. Not every interview requires a coat and tie, but you should always look neat and professional.

Step 4: Make nice with any employees you meet while waiting, and always be nice to the receptionist—she's the eyes and ears of the company.

Step 5: Greet your interviewer with a firm, dry handshake. **Don't give just a limp finger grab, don't go overboard and crush their hand, and don't try anything funny or clever.**

Step 6: Make sure your resume and list of references are up to date, and bring extra copies of both.

Step 7: Listen as much as you talk. Keep your answers on point, and **don't forget to ask questions** as well as answer them.

Did you quit your last job to play poker for a year? If so, be ready to explain why—you will be asked.

Step 8: Put a positive spin on everything. Everyone wants to hire a team player, so resist the urge to complain about another job or badmouth a former employer.

Step 9: **Don't exaggerate your skills or your knowledge.** Be straight about what you do and don't know, and offer to learn more if you get the job. Let your personality show, but save the theatrics for when you're hanging out with your friends.

Step 10: Smile, nod, and maintain eye contact. The proper body language conveys interest and engagement. **NO SLOUCHING!**

Step 11: Before you leave, ask about the next step in the process and the overall timeline for filling the position.

Step 12: **Don't forget to thank everyone on the way out.** When you get home, mail a handwritten note to each person you spoke with. Did you know? Interviewers at Microsoft often asked job applicants why manhole covers are round just to test how well they thought on their feet.

a set of clothes for a particular event: **tenu**

a way of presenting information, especially a way that makes something seem good or less bad : **presenter sous un angle positif**
to spend a lot of time in a particular place or with a particular group of people:

Speak badly about someone: **dénigr**

to do something too much, or to be too excited about something: **dépasser les bornes, exagérer**

a covered opening in a road which a worker can enter in order to reach underground pipes: **bouche d'égout**

You will need: A professional-looking **outfit**, a briefcase or portfolio, an up-to-date resume, and a positive attitude

Do your research. Pour over the company's website, search for relevant news items about it and its major competitors, and catch up on the latest developments in your field. Look for connections between the company's needs and your skills. Be prepared to discuss how your accomplishments complement the company's goals.

Arrive a few minutes early. At the very least, be right on time. Never arrive late for a job interview—that's just lame.

Dress the part to give the visual impression that you belong. Not every interview requires a coat and tie, but you should always look neat and professional.

Make nice with any employees you meet while waiting, and always be nice to the receptionist—she's the eyes and ears of the company.

Greet your interviewer with a firm, dry handshake. Don't give just a limp finger grab, don't **go overboard** and crush their hand, and don't try anything funny or clever.

Make sure your resume and list of references are up to date, and bring extra copies of both.

Listen as much as you talk. Keep your answers on point, and don't forget to ask questions as well as answer them.

Did you quit your last job to play poker for a year? If so, be ready to explain why—you will be asked.

Put a positive spin on everything. Everyone wants to hire a team player, so resist the urge to complain about another job or **badmouth** a former employer.

Don't exaggerate your skills or your knowledge. Be straight about what you do and don't know, and offer to learn more if you get the job. Let your personality show, but save the theatrics for when you're **hanging out (trainer avec, fréquenter)** with your friends.

Smile, nod, and maintain eye contact. The proper body language conveys interest and engagement. NO SLOUCHING!

Before you leave, ask about the next step in the process and the overall timeline for filling the position.

Don't forget to thank everyone on the way out. When you get home, mail a handwritten note to each person you spoke with. Did you know? Interviewers at Microsoft often asked job applicants why **manhole** covers are round,...

4) Answer the following questions

What is a professional looking outfit?

Why is it advisable to visit the company's website?

Why is it particularly important to be nice with the receptionist?

Why is it a good idea to bring extra copies of our resume and references?

What qualities are expected from a team player?

What is body language?

Why are manhole covers round?

What is a professional looking outfit?

Suit (solid color - navy or dark grey)
Long sleeve shirt (white or coordinated with the suit)
Belt
Tie
Dark socks, conservative leather shoes
Little or no jewelry
Neat, professional hairstyle
Limit the aftershave
Neatly trimmed nails
Portfolio or briefcase
Gum
Cell phone
Ipod
Coffee or soda
If you have lots of piercings, leave some of your rings at home (earrings only, is a good rule)
Cover tattoos

Suit (navy, black or dark grey)
The suit skirt should be long enough so you can sit down comfortably
Coordinated blouse
Conservative shoes
Limited jewelry (no dangling earrings or arms full of bracelets)
No jewelry is better than cheap jewelry
Professional hairstyle
Neutral pantyhose
Light make-up and perfume
Neatly manicured clean nails
Portfolio or briefcase

Why is it advisable to visit the company's website?

single best resource

Scroll through

Note down

good interview questions

prepare relevant answers

Why is it particularly important to be nice with the receptionist?

- person behind the front desk
 - holds more power than you think.
 - learn from how candidates treat receptionists,
 - rude, condescending or arrogant
- treat their co-workers
Be friendly, but formal
R-E-S-P-E-C-T
Watch your mouth
get back to the interviewer

Why is it a good idea to bring extra copies of our resume and references?

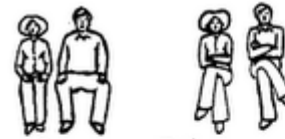
- courtesy
- prepared
- professionalism.
- ritual.
- Handing your resume across the
- a prop to get the discussion going.
- common sense
- won't be forgotten.
- only by one person?
- Only once?

What qualities are expected from a team player?

- consensus
- Involves others
- decision-making process
- concern for others
- blaming problems on others
- Listening
- tolerant
- conflict
- suggestions from others
- feedback on own behavior

What is body language?

- non-verbal communication
- body posture
- Gestures
- facial expressions
- eye movements.
- subconsciously.
- Clues
- Indicate
- Aggression
- Attentiveness
- Boredom
- relaxed state
- Pleasure
- Amusement
- intoxication



Openness vs. Defensiveness



Expectancy vs. Frustration



Evaluation vs. Suspicion



Self-control vs. Nervousness



Readiness vs. Boredom



Confidence vs. Insecurity

Engaging Approachable Body Language

Why are manhole covers round?

- can't fall
- single person
- roll it
- won't flatten the tires
- cheaper
- less surface area Practicality:
equipment, or cables, into the hole,
- won't snag
- Odd answer:
- Heavier people
- squeeze into round holes



Are you thinking logically? Is there method or madness to the solutions you consider, accept, and discard? Are you even willing to entertain such an absurd question?

- **5) Complete the sentences using the adequate preposition**
- I have searched FOR the keys everywhere but I couldn't find them.
- He spent his evenings hanging OUT WITH other boys in the city.
- Employers often complain ABOUT the attitude of applicants.
- It's hard to catch UP WITH international news: everything goes so fast.
- She pored OVER the reports, looking for errors.

6) Translation

- N'en faites pas trop, cela pourrait vous faire échouer votre entretien.
- Il faut que votre personnalité apparaisse sans exagérer vos qualités.
- Voilà un système infailible pour réussir un entretien.
- Tout du moins évitez de dire du mal de vos anciens collègues.

- *don't go overboard, it might make you fail your interview .*
- *Let your personality show without exaggerating your qualities*
- *Here is a fail-safe system to succeed in an interview*
- *At the very least , avoid badmouthing your former colleagues*