

### Job interviews: part 3

#### **1) Watch the video and fill in the blanks**

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

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 \_\_\_\_\_ news items about it and its major competitors, and \_\_\_\_\_ on the latest developments in your field.

Look for \_\_\_\_\_ between the company's needs and your \_\_\_\_\_. Be prepared to discuss how your \_\_\_\_\_ complement the company's goals.

Step 2: Arrive a few minutes \_\_\_\_\_. At the very least, be right on time. Never arrive late for a job interview - that's just \_\_\_\_\_.

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

Step 4: Make nice with any \_\_\_\_\_ 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 \_\_\_\_\_. Don't give just a limp finger grab, don't go overboard and \_\_\_\_\_ their hand, and don't try anything funny or clever.

Step 6: Make sure your resume and list of references are \_\_\_\_\_, and bring extra copies of both.

Step 7: \_\_\_\_\_ 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 \_\_\_\_\_ for a year? If so, be ready to explain why - you will be \_\_\_\_\_.

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

Step 9: Don't exaggerate your skills or \_\_\_\_\_. Be straight about what you do and don't know, and \_\_\_\_\_ to learn more if you get the job.

Let your personality show, but save the \_\_\_\_\_ for when you're hanging out with your friends.

Step 10: Smile, nod, and maintain eye contact. The proper body language \_\_\_\_\_ interest and engagement. NO \_\_\_\_\_!

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

Step 12: Don't forget to thank everyone on the \_\_\_\_\_. When you get home, mail a handwritten note to each person you \_\_\_\_\_ with.

Did you know? \_\_\_\_\_ at Microsoft often asked job applicants why manhole covers are round just to test how well they thought on their \_\_\_\_\_.

#### **2) Write down what applicants mustn't do**

_____	_____
_____	_____
_____	_____
_____	_____

### 3) Find in the text equivalents to the following words or expressions

a set of clothes for a particular event: \_\_\_\_\_  
a way of presenting information, especially a way that makes something seem good or less bad : \_\_\_\_\_  
to spend a lot of time in a particular place or with a particular group of people: \_\_\_\_\_  
speak badly about someone: \_\_\_\_\_  
to do something too much, or to be too excited about something: \_\_\_\_\_  
a covered opening in a road which a worker can enter in order to reach underground pipes: \_\_\_\_\_

### 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? \_\_\_\_\_  
\_\_\_\_\_

### 5) Complete the sentences using the adequate preposition

I have searched \_\_\_\_\_ the keys everywhere but I couldn't find them.  
He spent his evenings hanging \_\_\_\_\_ other boys in the city.  
Employers often complain \_\_\_\_\_ the attitude of applicants.  
It's hard to catch \_\_\_\_\_ international news: everything goes so fast.  
She pored \_\_\_\_\_ the reports, looking for errors.

### 6) Translate

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 infallible pour réussir un entretien. \_\_\_\_\_  
\_\_\_\_\_  
Tout du moins évitez de dire du mal de vos anciens collègues. \_\_\_\_\_  
\_\_\_\_\_