

**CAREER
PATHS**

Hotels & Catering

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Express Publishing

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Getting the Job

Tips for a Successful Interview

Job **interviews** can be stressful; however, with the proper planning and preparation, you *can* get the job. Read these tips to help you survive the interview and get a **job offer!**

Before the Interview

- Research the company and prepare **relevant** questions. **Interviewers** appreciate when job **candidates** demonstrate interest in the company and the available position.
- Organize all **paperwork**, including your résumé, official **transcripts**, and **references** from previous employers.
- Plan responses to common interview questions and practice interviewing with a friend.
- Prepare for questions about your **salary** expectations by finding out how much employees in the position you are applying for are typically paid.

During the Interview

- Make a good first impression by arriving on time for the interview. Make sure to dress in clean and professional **attire**. Finally, be polite and use the interviewer's name when speaking.
- Respond to all questions clearly. **Interviewees** should provide solid examples of how their previous experience relates to skills needed for the new position. Also, be sure to explain your future career goals.

After the Interview:

- **Follow up** immediately with a **thank-you note** restating your interest in the position.
- Employers may request a **call-back** to obtain more information.



Get ready!

1 Before you read the passage, talk about these questions.

- 1 How do people prepare for a job interview?
- 2 What items do people bring to job interviews?

Reading

2 Read the article from a magazine, and then mark the following statements as true (T) or false (F).

- 1 ___ A job candidate should ask about the company during an interview.
- 2 ___ Interviewees make a good impression by dressing professionally for the interview.
- 3 ___ A call-back is a typical way for job candidates to follow up after an interview.

Vocabulary

3 Complete the sentences with words or phrases from the word bank.

WORD BANK

interview relevant followed up
salary interviewee

- 1 Mac _____ by thanking his interviewer.
- 2 After the _____, Ms. Mills wasn't sure if Tara was right for the position.
- 3 Mr. Jones is paid a good _____.
- 4 The _____ arrived early and waited until the manager was ready.
- 5 Mr. George didn't write his height on the application because it was not _____.

4 Choose the correct words/phrases to go in the blanks.

1 transcript / résumé

- A Mary's _____ lists her professional background.
B Steve requested a _____ from his university.

2 interviewer / job candidate

- A The _____ was impressed by Ms. Jones and offered her the job.
B Mr. Cruz decides to interview the _____.

3 attire / paperwork

- A The dress code requires professional _____.
B Ms. Jessup had to fill out some _____ before she could begin her new job.

4 reference / call-back

- A Traci received a _____ after the interview.
B Jason asked Ms. Watson if he could list her as a _____ on his job application.

5 thank-you note / job offer

- A Bob declined the _____ because he found a position at another company.
B Paige sent Mr. Trujillo a _____ for helping her complete the project.

5 Listen and read the article again. How should you address the interviewer?

Listening

6 Listen to a conversation between an interviewer and a job candidate. Then mark the following statements as true (T) or false (F).

- 1 ___ The man wants a job as a manager.
2 ___ The man has never worked in the hotel business before.
3 ___ The man helps train new employees at his current job.

7 Listen again, and fill in the blanks.

Candidate: Well, I'm currently working as an assistant hotel manager, but I'm looking to **1** _____.

Interviewer: Okay. According to your résumé, you've **2** _____ for five years, right?

Candidate: That's correct.

Interviewer: And what would you say has been your **3** _____ during those five years?

Candidate: Last year I created a very successful **4** _____ for new hotel employees.

Interviewer: Really? That's great.

Candidate: Yes, it's really helped our hotel run **5** _____.

Speaking

8 With a partner, act out the roles below, based on the dialogue from Task 7. Then switch roles.

USE LANGUAGE SUCH AS:

Why are you interested in working as... ?

I'm currently working as a...

What would you say has been your greatest accomplishment?

Student A: You are an interviewer at the Royal Point Hotel. Ask Student B questions about:

- work experience
- relevant job skills
- future goals

Student B: You are a job candidate in an interview. Respond to Student A's questions.

Writing

9 You are an interviewer. Use the article and the conversation to write an article giving advice on how to prepare for an interview (100-120 words). Make sure to talk about the following:

Interview advice

- *Preparing before an interview*
- *Making a good first impression*
- *Common interview questions*