

4B COMMUNICATIVE Job interviews

Student A

Roleplay 1 You're unemployed. **B** is going to interview you.

You finished college last year and you've been looking for a job since you left. You're desperate! Today you have an interview at a hotel in London to work as a receptionist. It's the ideal job for you, as you studied Tourism. You don't have any experience, but you have lots of enthusiasm and energy (remember to show this at the interview). You want this job!

- Answer **B**'s questions about:
 - your studies.
 - your qualifications.
 - languages you speak.
- Ask **B** what exactly you have to do in the job, and about the hours. You don't mind working different shifts, but you don't really want to work at weekends as that's the only time when your partner is off and you can be together.
- Answer **B**'s questions about why you want the job and say why you think you'd be a good receptionist.
- Ask **B** when you will know if / when you have got the job.



Begin the roleplay. **B** will start the conversation.

Roleplay 2 You're a well-known musician and you're looking for a PA (Personal Assistant). **B** is the candidate you're going to interview.

You're doing the interviews yourself because you like to be in control! You're a very busy person. You've interviewed nine people and none of them are suitable. You're waiting for the last person to come (Sam Barker) for an interview and he / she is already 20 minutes late. Just as you're getting ready to leave, there's a knock on the door. It's **B** (Sam Barker).

- Greet **B** and listen to the excuse.
- Ask **B** what he / she had to do in his / her last job. Do the answers match what you're looking for?
- Ask **B** about his / her family. You need to see if **B** has the flexibility to travel (but don't tell him / her about it yet).
- Answer **B**'s questions about what the job involves.
- If you like **B**, decide if it would be possible to offer him / her the job. You are desperate for a new PA and you didn't like any of the other candidates.

What you are looking for in a PA

Ideally you want someone to:

- organize your meetings, tours, and interviews with the media
- answer your fan mail

You want someone who:

- is sociable and extrovert
- can work irregular hours and travel abroad with you for four months of the year

Begin the roleplay. You start the conversation: *Are you Sam Barker? You are very late.*

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Student B

Roleplay 1 You're the manager of a hotel in London. You're going to interview **A** for the job of receptionist.

The ideal candidate doesn't need to have any experience because he / she will get training. However, he / she should have finished secondary school / college successfully, want to learn new things, and above all, be hard-working.

- Ask **A** about:
 - her / his studies and qualifications.
 - the languages he / she speaks (How many? How well? Has he / she passed any language exams?)
- Answer all **A**'s questions using information in the job description.
- Ask **A** why he / she wants the job.
- If you like **A** and think he / she will make a good receptionist, then offer her / him a temporary contract with the possibility of a permanent contract after three months.

Job description

Main duties

- answering the phone and taking reservations by email / phone
- preparing bills
- helping customers with problems

Hours

Receptionists have to work:

- different shifts (mornings / afternoons / evenings / nights)
- one weekend a month

Begin the roleplay. You start the conversation: *Good morning. Please come in and take a seat.*

Roleplay 2 You are Sam Barker. You have an interview today for your dream job – PA (Personal Assistant) to an internationally well-known musician (**A**).

You're a bit nervous because people say **A** is very difficult to work for. You love all kinds of music (especially **A**'s). On the day of the interview, someone knocks you over and steals your mobile phone. You arrive 20 minutes late.

- Immediately apologize for being late.
- Answer **A**'s questions about your previous job (you had a temporary six-month contract as PA to a fashion designer. You organized your boss's business trips and all of his / her meetings, answered letters and emails, and occasionally went with him / her to social events).
- Answer **A**'s questions about your family.
- Ask **A** what the job involves. You hope it doesn't involve too much travelling, because you hate flying – in fact, it's almost a phobia. However, you really want the job.
- If **A** offers you the job, decide if you think you'd be able to accept it.



Begin the roleplay. **A** will start the conversation.