

1B COMMUNICATIVE Have I got the job?

Role cards for interviewers

1 You are interviewing for a part-time **assistant librarian** position. It will be a short-term contract to cover maternity leave.

Profile of the ideal candidate:

- book lover
- prepared to work flexible hours
- previous experience not essential, but desirable
- able to work well alone
- organized

You have three minutes to speak to each interviewee. You have to decide who you would like to employ. At the end of the interviews, you will be asked to explain who you chose and why. Before you begin, think about and write down the questions you are going to ask.

2 You are interviewing for a **telemarketing position** for a well-known mobile phone company. It is a three-month, non-renewable contract. There will be a basic salary with additional commission.

Profile of the ideal candidate:

- good interpersonal skills and telephone manner
- no experience necessary, but experience in sales or marketing a bonus
- determination and drive essential
- able to work well under pressure

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3 You are interviewing for a **toy shop supervisor** position. It is a three-month trial period leading to a permanent, full-time contract. A job share would be possible.

Profile of the ideal candidate:

- proven team leader
- excellent organizational skills
- basic accounting knowledge
- some knowledge of what toys are popular at the moment is desirable

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4 You are interviewing for a **car park attendant** position. It is a full-time job that involves 12-hour shifts, both day and night. A permanent contract will be offered.

Profile of the ideal candidate:

- would suit a solitary person who isn't easily bored
- numerate
- able to make on-the-spot decisions
- able to deal with difficult or aggressive customers
- physically fit

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5 You are interviewing for a **bike messenger** for a company that uses bicycles and motorcycles to deliver letters and packages. It is a six-month contract with possibility of extension, and involves some Saturdays.

Profile of the ideal candidate:

- able to ride motorcycle (licence required) or bicycle in city centre
- reliable and trustworthy with confidential documents
- organized and punctual
- good knowledge of the city

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6 You are interviewing for the position of a **care assistant at a retirement home**. It involves alternate morning / evening shifts one weekend a month.

Profile of the ideal candidate:

- caring personality, with experience of working with older people
- first aid knowledge an advantage
- able to make decisions on own
- must be a team player
- available to work overtime

You have three minutes to speak to each interviewee. You have to decide who you would like to employ. At the end of the interviews, you will be asked to explain who you chose and why. Before you begin, think about and write down the questions you are going to ask.

Role card for candidates

You are out of work and desperate for any job (you really need the money). You are going to be interviewed for some of the following jobs:

- assistant librarian
- bike messenger
- car park attendant
- care assistant at a retirement home
- telemarketing position
- toy shop supervisor

The interviews will last three minutes each. You really want to sell yourself well at the interview! Think about the following questions you might be asked and make some notes. You can use real information about yourself, or invent some. Once you have decided on your answers, you can't change them.

- What do you consider to be your main skills?
- What previous work experience do you have?
- How physically fit are you?
- What kind of work situation would you prefer (part-time / full-time / temporary / permanent)?
- Are you prepared to work overtime and at weekends?