

# Module 1 Job Application and Interview

## Learning Objectives (目标)

After completing this item, you should be able to know how to deal with an interview, including:

### Ability Goals (能力目标)

- To answer questions about personal information, education and work experience
- To write application letters and resumes
- To perform well in an interview

### Knowledge Goals (知识目标)

- To know the vocabulary and expressions related to a job interview
- To know the interview procedure
- To know the interview skill

## Task 1 Listening and Speaking (听说)

### Introduction (任务引入)

*The job interview is very important for every job hunter. During the interview you are required to answer many questions that may or may not be related to the job. The way you answer questions, your body language, and your attitude will increase or decrease your odds of securing a job. So do your homework, and be fully prepared. After the interview, the interviewer will determine whether or not you are suitable for the position.*

### 「Language Focus to Master」(相关语言知识点)

#### Words and Expressions



interview	n. 面试, 面谈; 接见, 采访 v. 对...进行面试; 采访; 接见
interviewer	面试官; 接见者
interviewee	接受面试的人, 被接见者
itinerary	n. 活动日程
bilingual	adj. 双语的 n. 通两种语言的人
internship	n. 实习期, 实习, 实习生

routine	adj. 日常的; 例行的 n. 日常工作; 例行公事
correspondence	n. 通信; 一致
proficient	adj. 熟练的; 精通的 n. 精通; 专家; 能手
qualification	n. 资格; 条件
certificate	n. 证书; 文凭; 执照
energetic	adj. 精力充沛的; 积极的; 有力的

### Dialogue 1

**Situation:** Lisa, a college student who will graduate this July, talks with Robert, a manager working in an American company, about interviewing skills.



**Practice:** Listen to the dialogue and fill in the blanks.

L: Lisa

R: Robert

L: Hi, Robert. My friend told me (1) \_\_\_\_\_ (你是一位面试方面的专家). So would you give me some advice on job interviews?

R: I wouldn't call myself an "expert", but I do a lot of interviews myself. So I hope my experience will be helpful.

L: I believe so. If I go to a foreign company for an interview, what kind of questions would they ask?

R: Well, each interviewer may have different questions. They may ask, "Why you want this job?" Let's say you want to be a secretary, and then how would you answer this question?

L: I guess I would say that I love this job and (2) \_\_\_\_\_ (我有能力做好这份工作).

R: That could be a good answer. You know, when people decide to apply for a job, they usually do some homework, to understand the company better. So if you do yours, you may answer: "I visited your homepage, and I found your company is a leading player in this industry. Working here will give me more opportunities. Also, with my college training and my experience in summer internships, I am confident that I can do this job well."

L: This is a much better answer than mine.

R: Why do you think so?

L: This answer shows I have done some research and I treasure the opportunity the company will provide. It also tells my experiences the company may be interested in.

- R: (3) \_\_\_\_\_ (许多公司在寻找与工作岗位相互匹配的人员) If you tell the interviewer that the company meets your expectations on career development, and you meet the company's requirements for experience, personality, you can easily get an offer.
- L: That's an excellent point, Robert. Now the second question. What should I say if the company asks about my salary expectation? Shall I tell them a number?
- R: You may answer with a question. You can ask: "Do you have a salary range for this position?" Some companies do, some don't. If they do, you can get more details, such as the connection between salary and education, experience, etc. If they don't, you can use the average salary of your classmates who have just got job offers. Many companies know the prevailing salary of fresh graduates, and they will use that (4) \_\_\_\_\_ (确切的数字) as a reference.
- L: So I have to know the salary level of college graduates before I go to an interview?
- R: That's another part of your homework.
- L: I see. What else can you think of?
- R: Well, instead of being asked, you can also raise your own questions. You can ask, "What kind of training can I expect after I join the company?" This kind of (5) \_\_\_\_\_ (积极的问题) will show your eagerness to work for this company.
- L: Oh, really? I've never thought of that.
- R: You may also ask "Do you have a career development plan for this job?"
- L: Do you think the interviewer will be annoyed by this kind of questions?
- R: Usually they won't. It shows you want to stay longer with the company and you (6) \_\_\_\_\_ (也表明自己在乎你的职业提升的机会) .
- L: What should I say if they ask me: "How much do I know about our industry?"
- R: If you say you know a lot, (7) \_\_\_\_\_ (很显然是不真实的) . You may say: "I did a little homework and I know..." Then tell them something you know about the industry and especially the company. By doing this (8) \_\_\_\_\_ (你将会比别的面试者给人留下较深的印象) .
- L: I certainly hope so.
- R: You can never prepare enough for an interview. Spend more time viewing their homepage, talk to people who know the industry or the company. The more you know the more chances you have.
- L: Thanks a lot, Robert. You've been so helpful.
- R: My pleasure to help. Good luck in your interview.

## Dialogue 2

**Situation:** *International Trading Company needs a bilingual secretary, and Lisa has applied for the job. After meeting the receptionist, she is having a talk with Ms Wilson, HR manager.*

### Further Practice

1. Listen to the dialogue and fill in the following chart.

Name:  
 Birth place:  
 Education:  
 Major in:  
 Certificate or license:  
 Personality:  
 Hobbies:

2. Work in pairs. Develop a dialogue according to what you have heard and written above.

## Task 2 Reading (阅读)

### Introduction (任务引入)

*For many students, a job interview is the most stressful part of the job hunting process. In order to persuade the interviewer that you are the most suitable person for the vacancy, you have to impress the interviewer with your appearance, personality and qualification.*

### Reading Activities (阅读活动)



### How to Survive a Job Interview

There are thousands of articles and books on job interviewing skills, from properly answering certain questions to properly dressing – right down to the color of your socks! It seems overwhelming, but remembering a few key points can help make your interview a success.

#### Learn about the Company

Before applying for a job you should research the target company. Visit the company's website and talk to anyone you might know who works there, or at least works in the same industry. Visit the location in person if it is a store or building which is open to the general public. Know what kinds of products or services the company makes or sells, know who works there, know the day-to-day tasks or duties of the job involved.

Make notes of things you want to know more about the company, and ask the interviewer about them at the end of interview. It shows that you are really interested in working in the company.

#### Know what you need most in a job

Before applying you should know what skills you will need most in the job. The job interview is the time to "sell" yourself by revealing your strengths. You should talk about your self-assessment

in an interview. For example, ownership attitude, sense of responsibility, sense of urgency, creative thinking, proven success record, good command of a foreign language, ability to organize, to coordinate and to lead, etc. Don't exaggerate the truth. Be honest and show confidence in yourself and your ability to do the job well. If you are not certain what the job will require of you, ask questions to clarify the duties and responsibilities of the job. Most interviewers appreciate your questions and your ability to listen and respond.

### **Be Conscious of Good Interview Etiquette**

*Be on time for your interviews.* This is the most important part. Interviewers expect candidates to show up on time. If for some reason your interview is delayed, don't show your irritation. It is best to pick up a magazine – or still better, some literature that will increase your knowledge about the company – and read quietly until your interviewer calls you in. Be gracious when he or she apologizes for the delay.

*Be aware of your body language.* When shaking hands, make sure your grip is firm and confident. Have good posture, but avoid appearing like you are as stiff as a piece of cardboard. Even the most experienced professionals get nervous in an interview, it is normal. However, if you appear too nervous, the interviewer might draw the wrong conclusions about your ability to do the job – especially if it involves interaction with people! Maintain eye contact with your interviewer to convey confidence. Smile at your interviewer to show you are glad to talk with him or her. When speaking, be polite and don't interrupt the interviewer. Avoid using slang and profanities. The more confident you appear the more likely you are to leave the interviewer with a positive impression.

*Keep the interview positive.* Avoid making negative remarks about any previous jobs or employers. Also, refrain from complaining about any job-related tasks or responsibilities you were given in a previous position. Employers want to hire someone who is positive, enthusiastic, and able to meet and deal with challenges.

### **Dress to make a good first impression**

Appearance gives the first impression. The best way to ensure a good first impression is to dress appropriately for the position you are interviewing for. When you are interviewing for a secretary or office assistant position, it is usually best for both men and women to wear a dark-colored, conservative suit. Women should avoid wearing flamboyant clothes, excessive jewelry, or applying strong perfume.

If you are not sure what to wear, you should always go with the most conservative, professional options. Most experts agree it is better to be overdressed than dressed too casually. What you are wearing tells employers clearly how serious you are about getting the job.

The job interview is an important part of the job search because the attitude and impression you represent can make the interviewer feel "with you" or "against you".

## 「 Language Focus to Master 」 ( 相关语言知识点 )

### 1. Words and Expressions



vacancy	n. 空缺, 空职; 空额; 空房间
overwhelm	v. 压倒一切; 覆盖; 淹没
apply (for)	v. 申请; 提出
	applicant n. 申请人
	application n. 申请; 申请书
assessment	n. 评价, 看法; 评估, 评定
	self-assessment 自我评估
loyalty	n. 忠诚, 忠心; 忠于……感情
exaggerate	v. 夸张, 夸大, 言过其实
	exaggeration n. 夸张, 夸大
stiff	adj. 僵硬的, 不灵活的; 拘谨的, 冷淡的, 不友善的
slang	n. 俚语, 黑话
profanity	n. 亵渎语言, 渎神
enthusiastic	adj. 热心的, 满腔热情的; 极感兴趣的

### 2. Notes

#### (1) How to Survive a Job Interview

如何成功通过面试

Eg: survive vt. 幸存; 生还; 幸免于; 比……活得长

If you don't work hard you will not survive the fight tomorrow. They will make sure of it.

如果你不努力的话, 你是通不过明天的比赛他们有的是办法。

(2) You should talk about your self-assessment in an interview. For example, ownership attitude, sense of responsibility, sense of urgency, creative thinking, proven success record, ...

面试中你应该进行自我评价, 例如主人翁的态度、责任感、紧迫感、创造性的思维, 同时还应提供可证明成功的记录……

#### (3) Be Conscious of Good Interview Etiquette

注意良好的面试礼仪

be conscious of 意识到; 觉察到……

This is something I'd like you to be conscious of, I'd like you to practice.

这是我想让你们小心注意的, 并且希望你们多练习。

#### (4) Avoid making negative remarks about any previous jobs or employers

避免对以前的工作和上司做负面的评论。

avoid v. 避免; 消除

avoid mentioning 绝口不谈

You should avoid being late for your work. 你应该避免上班迟到。

**Practice: Basic Language Training (基础语言训练)****1. Questions for comprehension**

- (1) What do you think is the most important step of the job interview?
- (2) What should be avoided when you go for an interview?
- (3) In what way should you speak to your interviewer?
- (4) How will you behave during the job interview?
- (5) What should you do if your interview is delayed?

**2. Choose the appropriate forms of the words or expressions given below to complete the following sentences.**

interview	apply	challenge	qualify
impress	recruit	account	secretary

- (1) I have written a few \_\_\_\_\_ for jobs but didn't get a single reply.
- (2) You should listen to the \_\_\_\_\_ carefully during the whole interview.
- (3) Don't exaggerate the true, unless you want to make a bad \_\_\_\_\_ on the interviewer.
- (4) He is not \_\_\_\_\_ to train the employees.
- (5) It is said that the \_\_\_\_\_ training would be provided in college.
- (6) As I was the Personnel Director, my responsibility mainly included \_\_\_\_\_ and training new employees.
- (7) I graduated from Beijing Information Technology College in 2010 and majored in \_\_\_\_\_.
- (8) I want to find a job that is \_\_\_\_\_, where I can grow and develop.

**3. Translation**

- (1) 求职面试时要熟知面试的公司情况。
- (2) 面试是通过展示你的才华来推销自己的过程。
- (3) 面试时对自己充满信心十分重要。
- (4) 面试时最好多听少说。
- (5) 面试时积极的态度会给雇主留下深刻的印象。
- (6) 你的着装也在向面试者展示你对工作的态度。

**4. Cloze**

(Read the following sentences carefully, and then complete each of them with the correct word, the first letter of the word has been given.)

Congratulations! We want (1) i \_\_\_\_\_ you, that we are interested in (2) h \_\_\_\_\_ you ! But the job isn't yours, yet. The company will interview several people before making a final decision. You will need to (3) c \_\_\_\_\_ them that you are the right person for the job. And the first step to achieve that is being (4) p \_\_\_\_\_. Get ready for the interview even before you walk into the door. Don't get nervous. Here is how to prepare.

To (5) l \_\_\_\_\_ as much as you can about the company. When you answer questions, try to add some (5) i \_\_\_\_\_ you have learned.

Prepare to answer some (6) c \_\_\_\_\_ questions. Such as, "What can you (7) o \_\_\_\_\_

to our company?" or "What are your (8)s \_\_\_\_\_ and weaknesses?" Then you can answer your interviewer's questions with more confidence.

### Task 3 Writing (写作)

#### A Resume

##### Introduction (任务引入)

*When you want to find a new job or make a career change, a resume is necessary for your job hunt.*

##### 「Language Focus to Master」(相关语言知识点)

The purpose of a resume is to get you an interview for a job. It is an important part of your job hunt. Before you write your resume, take some time to know yourself and your goals, strengths and weaknesses. Never underestimate the importance of good grammar, correct spelling and punctuation. Proofread carefully several times. Remember that your resume is what represents to your employer. You have very little time to explain why you are the best person for the job since an employer will spend two minutes or less reading your resume. You must choose what to say, how to say it and how to arrange it on the paper so that it can be read quickly and thoroughly. In a concise, informative, easy-to-read resume don't use personal pronoun "I". A good Resume should include the following information.

1. Your personal information
2. Job vacancy you want to apply for
3. Your educational background
4. A short list of your qualifications
5. Your skills such as English and computer skills
6. Your Work Experience
7. Your awards and hobbies (this is optional)
8. References (often just a statement that references are available)

**Sample:** A resume for Secretary / Administrative Assistant

#### RESUME

##### Personal Information:

Name: Wang Xiaofen

Date of Birth: August 20, 1988

Birth Place: Beijing

Sex: Female

Marital Status: Single

Telephone: 010 66666666

E-mail: xxx@sohu.com

##### Job Objective

Secretary / Administrative Assistant



**Education:**

Sep. 2006— July 2010 Beijing United University  
Bachelor degree of Public Administration  
Major in Secretary  
Courses included: English  
Listening, Office Management, English Writing,  
Marketing Research etc.  
Minor: Etiquette, reception

**Work Experience:**

July 2010— present Administrative Assistant ABC Trading Co.  
Supervising clerical staff,  
handling correspondence for the managing director,  
making telephone appointments and arranging meetings.

**Skills**

Computer Abilities: Good knowledge of ...  
English Skills: Fluent in written and spoken English

**Special Awards and Honors**

First Class scholarship of ...

**Hobbies****References**

Available on / upon request

**Complete this Task (任务实施)****1. Task description (任务描述)**

You are a college graduate who has majored in Secretary, and you have read the following job ad in the newspaper for a secretary with English skills by ABC Company.

**Job Want Ad.****Main Responsibilities:**

Provide secretarial and administrative support to Sales Department, including:

- Travel and meeting arrangements, typing, filing, etc.
- Acting as a key communication facilitator for regional and global ABC colleagues.
- Management of independent administrative projects for the department.

**Requirements:**

- College or vocational school graduate.
- Fluent in English & Mandarin.

- Good computer skill including Word and Excel, etc.
- Energetic personality who likes to take initiative.
- Strong problem solving ability.
- Work effectively with others.

## 2. Task Requirement (任务要求)

- (1) Write a resume to apply for the above job
- (2) Work in group: Simulate interview practice

## 3. Task Achievement (任务成果)

- (1) A copy of a resume
- (2) Assessment checklists

## 4. Assessment (能力评价)

Performance Assessment Checklist for simulating an interview

Item		Poor F	Satisfactory C	Good B	Excellent A
Language	Correctness				
	Clearness				
	Completeness				
	Courtesy				
Manner	Interviewer Interaction				
	Confidence				
	Interest				
Body language	Posture				
	Hands				
	Eye contact				
	Facial expression				
	Appearance				
Preparation					
Motivation					
Name of assessor:			Name of candidate:		
Signature:			Result:		