

HANDOUT 7

PREPARING FOR A JOB INTERVIEW



1. To which questions do these answers correspond?

- A. What are your weaknesses?**
- B. Why should we hire you?**
- C. Why do you want to change job?**
- D. Why do you want to work here?**

- 1. "I really appreciate the opportunities I had in my previous job. I developed professionally there, but it is a family business and the options for growth are limited. On the other hand, this offer is in line with my skills and the career plan I have set for myself".**
- 2. "I am an orderly and meticulous person. I like to focus completely on every activity I do. That is why I have received some advice from my bosses, as I have difficulty managing several projects at the same time. The dynamics of the market force me to handle several situations at the same time. I have applied my rigour to design a project control system; I order the activities and assign priority parameters and schedules to each one. This allows me to accurately track each task. I have even been able to detect overlaps or delays and deal with them before they become a problem".**
- 3. "When I started looking for a job, I was very careful about the type of companies I sent my CV to. I like to work for organisations with which I share values. Innovation and respect for the environment are two principles to which I am committed. In my research, I discovered that this company is interested in these issues. Working here would allow me to contribute to the development of sustainable proposals that are beneficial to the planet".**
- 4. "In my CV, you can see that I possess the skills and experience required for the position. More importantly, I am hard-working and dedicated to every project. Throughout my career, these characteristics have been valued by my employers, as evidenced by their letters of recommendation. I am convinced that being actively involved in the processes contributes to better results".**