

INTERVIEW SCENARIOS

INTERVIEW SCENARIOS SURVIVAL HANDBOOK

By P.D. Leonard



comprehensive scripts
scenarios
key vocabulary
audio files

INTERVIEW SCENARIOS

Part one

By P.D. Leonard

Cast:

Interviewer- Human resource department

Interviewee / Candidate – Male in his late thirties

Vacancy – unknown

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INTERVIEW SCENARIOS

Interviewer: Good morning / Afternoon / Evening
sir(pause)And you are ? / What's your
name ?

Interviewee: I'm / My name's (your name) pleased to
meet you.

Interviewer: I'm going to ask you some questions.

Interviewee: Yes, that's fine.

Interviewer: How did you hear about this vacancy /
job ?

Interviewee: I saw it / came across it on the
internet.

Interviewer: Ok,Why do you want to work for us / for
this company ?

Interviewee: I think it would be a good opportunity
to develop my skills.

Interviewer: What are your strong points/strengths ?

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Interviewee: I consider myself to be **responsible, a good time keeper** and I can work as part of a team or alone.

Interviewer: What are your **weak points/weaknesses**?

Interviewee: I often work long hours to **meet tight deadlines** and complete projects.

Interviewer: Would you **be willing to** work
Weekends / holidays / overtime?

Interviewee: Yes of course.

Interviewer: When **are you / will you be available to**
Start work?

Interviewee: I can start immediately, I'm **unemployed** at the moment.

Interviewer: What was your last job and why did you
leave / quit ?

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Interviewee: I was working for (name company) based in Barcelona but I was made redundant / paid off.

Interviewer: Do you have any means of transport?

Interviewee: Yes, I have my own car and I hold a valid driving license.

Interviewer: Where are you living at the moment?

Interviewer: I live in (name place) that's about 40 kilometers from Barcelona, Spain.

Interviewer: I see (pause) Well, we'll be in touch with you shortly, and we'll let you know, thank you for your time.

Interviewee: Not at all / You're welcome / Don't mention it. Thank you, Goodbye.

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STRATEGIES

¿Te das cuenta cómo podemos convertir nuestros puntos débiles en puntos fuertes?

Notice how we can turn our weak points into strong points.

KEY VOCABULARY	VOCABULARIO CLAVE
Good morning / Afternoon / Evening	Buenos días / tardes
I'm / My name's ...	Soy / Me llamo ...
I'm pleased to meet you	Encantado de conocerte
Hear about	Enterarse
Vacancy	Oferta de trabajo
Come across (something)	Encontrar algo de casualidad
Develop my skills	Desarrollar mis habilidades
Strong points/strengths	Puntos Fuertes/Fortalezas
Weak points/ weaknesses	Puntos débiles/Debilidades
I consider myself to be..	Considero que soy ..
(To be) responsible and a good time keeper	Ser responsable y puntual
Meet (tight) deadlines	Cumplir fechas/ plazos (ajustados) de entrega
(To be) willing to	Estar dispuesto a
(To be) available	Estar disponible
(To be) unemployed	Estar en paro
leave/quit	Dejar/renunciar
(To be) made redundant/ paid off	Ser despedido / Dar el finiquito
I was working for..	Estuve trabajando para..
Based in..	Situada en..
Means of transport	Medio de transporte
I have my own car	Tengo mi propio coche
Hold a valid driving license.	Tener carnet de conducir en vigor
About 40 kilometers from (a place)	Unos 40 km de (un lugar)aproximadamente.
(To be) in touch	Estar en contacto
Shortly	En breve
let (someone) know	Avisar a alguien
Not at all / You're welcome/ Don't mention it.	De nada

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