

CARD 1



Introduction

- Tell me about your qualifications.
- Tell me about your previous work experience.
- The job needs a high level of written and spoken English. How would you describe your English ability?
- Tell me about how often you used English in your previous job and what you used it for.
- What have you done recently to keep yourself up to date in your profession?
- Why would you like to work in this area?

CARD 2



Present job

(If presently unemployed, then ask about last job.)

- What gives you the most pleasure in your present job?
- What do you like least about your present job?
- What would you say is your biggest weakness?
- Why are you thinking about leaving your present job?
- Tell me about one thing you would change in your present job.
- Do you work more hours a week than you are actually paid for? If so, why?

Personality

CARD 3



- Do you feel that you deal better with people or with machines and systems?
- Do you prefer to work as a member of a team or do you prefer to work alone on projects?
- Do you prefer to give orders or to take them?
- Why do you want to work for us?
- We have seven people short-listed for this job. Why should we give it to you and not somebody else? What is your special ability or experience which makes you different?

CARD 4



The future

- The company is going to have to spend time and money training you for this role. Is it your intention to stay with this company for some time or do you just want to gain work experience?
- Could you tell me why I should give you the job?
- Would you prefer to work for a big company or a small one? What are the advantages and disadvantages in each case?
- What would you like to be doing in ten years' time?