

Thank you for your interest in the interview role play pack.

This pack includes:

Role Play - Interview

You are being interviewed for a position. Use this sheet for the interview, and make notes after the interview.

Company name: _____
Date: _____
Position: _____

Questions I need to ask about the position and the role:

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

Notes about the interview:

Areas to improve before my next interview:

Role Play - Interview

You are interviewing the candidate. Use this sheet to prepare for the interview and make notes during the interview.

Candidate's name: _____
Date: _____
Position: _____

Questions:

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

Notes:

Feedback for applicant:

interview role play 1

You are a 30 year old lady. You are married and have 2 children. You are applying for a position as a receptionist in a large company. You would like a full time position, and you will need a minimum salary of \$3000 a month. You are unable to travel or work overtime. You have excellent people skills and work very well on a computer.

interview role play 2

You are a 45 year old man. You were dismissed from your last job. You have 25 years' experience as a police officer. You are applying for a position of an administrative officer at a nearby police station. You are not able to travel as you have a big family to protect. You are good with computers, but not so good with people.

interview role play 3

You are a young lady. You have just completed your degree in sales and you are willing to work for a lower salary, but gain some experience. You are applying for a junior sales assistant position. You are not able to travel or work on weekends. You can speak English and French fluently.

interview role play 4

You are a 30 year old lady. You are married and have 2 children. You are applying for a position as a receptionist in a large company. You would like a full time position, and you will need a minimum salary of \$3000 a month. You are unable to travel or work overtime. You have excellent people skills and work very well on a computer.

2 role play sheets to be filled out by the interviewer and the candidate.

12 role play cards.

Job Interview Expressions

Greetings:

1. Good afternoon. I'm pleased to meet you.
2. Thank you for taking the time to meet me.

Introducing yourself:

1. My name is ... and I am here for an interview for the ... position.

Marketing yourself:

1. My strengths are...
2. I specialize in...
3. I have five years' experience in...
4. I applied for this position because...
5. I would be a great choice for this position because...

Asking for clarification:

1. Sorry, could you explain what ... (word) means?
2. Sorry, I don't understand your question. Could you explain?

Asking for repetition:

1. Sorry, would you mind repeating the question?

Saying something in another way:

1. What I mean is...
2. In other words...

Agreeing with an opinion:

1. Yes, I agree.
2. I couldn't agree more.

Disagreeing with an opinion:

1. I'm afraid I disagree.
2. I'm not so sure about that.

31 interview expressions

Job Interview Vocabulary

- 1 Achievement - Things you have done that have been successful.
- 2 Application - A written or verbal request for employment.
- 3 Apply - To submit an application for a job.
- 4 Certificate - Printed paper with details of academic achievements.
- 5 Contract - A written agreement between two or more parties.
- 6 Co-worker - Someone who works with you. An associate.
- 7 CV/Resume - A document that summarizes your personal details, qualifications, skills and work history.
- 8 Dismissed/fired - Forced to leave your job by your employer.
- 9 Effective - Producing an intended or expected result.
- 10 Excel - To do very well.
- 11 Experience - Accumulation of knowledge or skills.
- 12 Field - An area of work or study.
- 13 Goals - Things you wish to achieve.
- 14 Interview - Meeting with a prospective employer.
- 15 Leader - Someone who guides and inspires others.
- 16 Organization - A group of people who work together to reach a common goal.
- 17 Personal qualities - Good things about you that are valued by employers.
- 18 Punctual - To be on time.
- 19 Qualification - A certificate that proves you have a particular skill.
- 20 Recruit - To hire new employees.
- 21 Reference - Someone who gives you a reference.
- 22 Reference - A written confirmation of your work history, personal qualities and skills, from someone you have previously worked for.
- 23 Requirement - Something that is essential to have in order to do a particular job.
- 24 Resign - To leave your current job voluntarily.
- 25 Salary - The money paid for employment.
- 26 Skill - Something you can do well.
- 27 Strength - Skills that you can do well or personal qualities that are good.
- 28 Team - A group of people working together.
- 29 Versatile - To have many skills.
- 30 Weakness - Something you cannot do very well or character flaws.

interview vocabulary

Personal Attributes Vocabulary

Use a few of the following adjectives to describe yourself in your interview.

- 1 Accurate - Correct in all details; exact.
- 2 Active - Energetic; lively.
- 3 Adaptable - Able to adjust to new conditions.
- 4 Competent - Having the ability, knowledge, or skills to do something successfully.
- 5 Creative - Product of something fresh and unusual.
- 6 Dependable - Trustworthy and reliable.
- 7 Determined - Having made a firm decision and being resolved not to change it.
- 8 Discreet - Careful in one's speech or actions, especially in order to avoid causing offense.
- 9 Efficient - Working in a well-organized and competent way.
- 10 Energetic - Having a high level of energy.
- 11 Enthusiastic - Having or showing intense enjoyment and interest.
- 12 Experienced - Having knowledge or skills in a particular field gained over a period of time.
- 13 Fair - Just or appropriate in the circumstances.
- 14 Firm - Strongly felt and unlikely to change.
- 15 Honest - Free of deceit and untruthfulness; sincere.
- 16 Innovative - Introducing new ideas; original and creative in one's thinking.
- 17 Logical - Capable of clear, sound reasoning.
- 18 Loyal - Giving or showing firm and constant support to a person or institution.

personal attributes vocabulary

Job Interview Role Play - Level 1

Choose at least 10 questions to ask your interviewer.

1. Tell me about yourself, (family, hobbies)
2. What is your present job?
3. What are your responsibilities at your job?
4. What kind of experience do you have?
5. Would you like a part time or full time job?
6. Are you a team player?
7. Do you like having responsibilities?
8. Do you prefer giving or taking orders?
9. How much do you expect to earn a month?
10. Would you be prepared to travel?
11. Is your passport up to date?
12. What languages can you speak?
13. Have you got a car?
14. Do you mind driving long distances?
15. Can you use a computer?
16. What do you think are your strengths?
17. What do you think are your weaknesses?
18. What are your short term goals?
19. What are your long term goals?
20. Do you have any questions for me?

Thank you for coming to this interview. We will get back to you in about a week. It was very nice to meet you.

Job Interview Role Play - Level 2

Choose at least 10 questions to ask your interviewer.

1. Tell me about your current/last position.
2. Why do you want to leave your current position?
3. What do you know about our product/department?
4. What are you looking to gain from this position?
5. Do you think you are an organized person in what ways are you disorganized?
6. What does the word success mean to you?
7. Why do you want to work for this company?
8. What does the word success mean to you?
9. What does the word failure mean to you?
10. What is your greatest achievement?
11. What was your greatest failure? Why?
12. Do you manage your time well?
13. Do you work well under pressure?
14. How do you handle change?
15. Tell me about a time you made a mistake.
16. Tell me about a time you made a success.
17. What do you expect from your interviewer?
18. How long do you expect to work for us?
19. When will you be able to start?
20. Do you have any questions for me?

Thank you for coming to this interview. We will get back to you in about a week. It was very nice to meet you.

Job Interview Role Play - Level 3

Choose at least 10 questions to ask your applicant.

1. What aspects of this job interest you the most?
2. Do you like working alone or as part of a team?
3. What types of people do you have trouble working with?
4. How do you make important decisions?
5. Tell me about the last important decision you had to make.
6. How do you handle conflict?
7. What do you do when you have a problem with a co-worker?
8. What do you do when you have a problem with your boss?
9. Are you a risk taker? Tell me about the last risk you took.
10. If you were unfairly criticized, what would you do?
11. What do you do when there is no work to do?
12. What do you do when there are too many things to do?
13. What would you do if you have a problem and you can't get in contact with your manager?
14. How do you feel about working overtime?
15. How do you balance your family and your work?
16. Are you willing to relocate?
17. What would you like to be doing in 5/10 years' time?
18. Are you considering any other offers right now?
19. Do you have any questions for me?

Thank you for coming to this interview. We will get back to you in about a week. It was very nice to meet you.

Interview questions. 3 levels.

