**Interview Skills**

A **Put the words in the questions in the right order to make interview questions.**

1 What learn you from your last job did? *What did you learn from your last job?*

2 What you good are at?

3 What want you in do the future do to?

4 What your free time do in do you?

5 What in last job your didn’t like you?

B **Consider the following interview about a Human Resources Director and a Candidate to hire a new candidate.**

|  |  |
| --- | --- |
| Human Resources Director  Introduce yourself and ask the candidate these questions.  Interview questions   * How long / been in / present job? * Why / leave last job? * What skills / have? * Where / want to be in five years’ time? * What / do in / free time? * Do / have any questions?   Preparing for the interview  You can offer:   * Job starts next month * Anual holiday 25 days * Company car after six months * Salary $35.000 | Candidate  Introduce yourself and answer the interview questions.  CV summary   * Been Assistant General Manager for three years * Left las job because wanted a challenge * Speak two languages and have computer skills * Plan to be a good manager and become director * Enjoy reading and playing tennis   Preparing for the interview  Ask these questions.   * When / job starts? * How long / anual holiday? * Will / company car? * What / salary? |

PORQUE AHORRAR EN UNA HOJA

LA CALIDAD Y EL APRENDIZAJE NO PASA POR EL AHORRO DE ESPACIO

SEA GENEROSA CON EL ESPACIO VIRTUAL NO COBRAN POR HOJA