

A photograph of three business professionals sitting around a table in a modern office setting. A man in a dark suit is on the left, a blonde woman in a dark suit is in the middle holding a clipboard, and a woman with dark hair in a grey suit is on the right. They are all smiling and engaged in conversation. There are glasses of water on the table. The background shows large windows and office furniture.

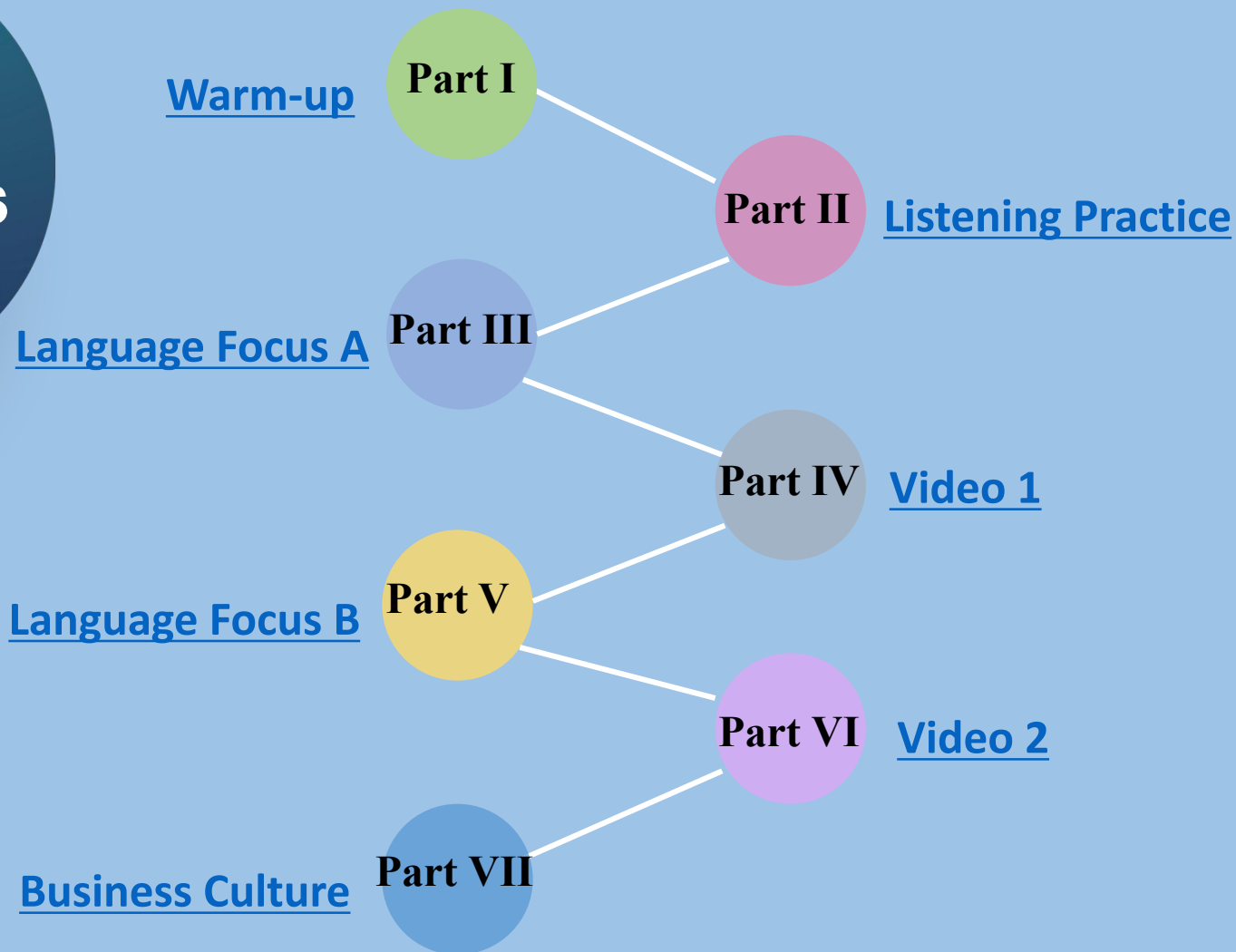
Unit 1

Job Interviews

Job Interviews

UNIT 1

CONTENTS






Warm-up



Work in pairs. Here are some DOs and DON'Ts during a job interview. Tick the DOs in the box.



- 
1. Knock on the door and enter the room politely.
 Just rush in.
 2. Take a seat without being invited.
 Sit down quietly.
 3. Look at the interviewer. Make eye contact.
 Look sideways if you are nervous.
 4. Stretch your legs to relax yourself.
 Sit properly.
 5. Pretend to know what you actually don't.
 Talk frankly and wisely.



Listening Practice



Task 1

Listen to the following dialogue about a job interview and try to fill in the missing words.

Gary: Good morning, I'm Gary. Please take a seat.

John: Good morning, I'm John. Nice to meet you.

Gary: Nice to meet you. To start with, can you tell me why you are 1) interested in working for our company?

John: First, as far as I know, your company has a(n) 2) impressive growth record. Second, I think my 3) major and my 4) past experience qualify me for the job.

Gary: I see. Which university did you graduate from? And what is your major?

John: I graduated from 5) Peking University and my major is 6) marketing.

Gary: Which company do you work for now?

John: BTC.

Gary: And what is your 7) chief responsibility there?

John: I'm in charge of marketing activities in East Asia, for example, organising 8) trade conferences and arranging 9) exhibitions.

Script





Script

Gary: Good morning, I'm Gary. Please take a seat.

John: Good morning, I'm John. Nice to meet you.

Gary: Nice to meet you. To start with, can you tell me why you are interested in working for our company?

John: First, as far as I know, your company has an impressive growth record. Second, I think my major and my past experience qualify me for the job.

Gary: I see. Which university did you graduate from? And what is your major?

John: I graduated from Peking University and my major is marketing.

Gary: Which company do you work for now?

John: BTC.

Gary: And what is your chief responsibility there?

John: I'm in charge of marketing activities in East Asia, for example, organising trade conferences and arranging exhibitions.



Task 2

New Words and Expressions

resume *n.* 简历

medical representative 医药代表

probationary *adj.* 试用的

performance *n.* 表现

insurance *n.* 保险

unemployment *n.* 失业

promotion *n.* 提升

branch *n.* (机构的) 分部

base *v.* 把总部设在……

1. Work in pairs. Match the questions with the corresponding answers. Then listen to the dialogue between the interviewer and the interviewee and check your answers.

Script



(1) Could you tell me something about the paid holidays, insurance, and things like that?

(2) In which cities do you have your branches?

(3) How much time will it take for me to be promoted here?

(4) Why would you like to work as a medical representative with us?

(5) Could you tell me how much the job pays?

(6) Where is your company based?

(7) Don't you think it's a pity for you to leave your present job?

a. I want to apply for this position because I want a change.

b. Every employee in our company gets life insurance and unemployment insurance. You will get two weeks paid holiday in your first full year.

c. Our company is based in New York.

d. Our branches are in many cities, such as Philadelphia, Beijing and London.

e. Promotion is not certain. It depends on your ability and performance.

f. To some extent, it is. I have learned a lot in the hospital.

g. During the probationary period, you will only get 2,000 RMB a month.





Script

Carter: Come in, please.

Yang: Good morning, sir. I'm Karen Yang.

Carter: Good morning, Miss Yang. I am Kevin Carter, the Administration Manager. Take a seat, please.

Yang: Oh, is that your wife, Mr. Carter? She is so beautiful.

Carter: Thank you. Ah—Miss Yang, I've gone through your resume. I'd like to ask you some questions now if you don't mind.

Yang: Not at all. Go ahead, please.

Carter: Well, can you tell me why you would like to work as a medical representative with us?

Yang: I really think I'd like this kind of work, because I've been a doctor for three years. I want to apply for this position because I want a change.

Carter: Don't you think it's a pity for you to leave your present job?

Yang: To some extent, it is. I have learned a lot in the hospital. But I would like to try a different kind of life. By the way, could you tell me how much the job pays?

Carter: Sure. There is a five-month probationary period when you will only get 2,000 RMB a month. After that, we'll determine your salary according to your performance.





Script

Yang: Oh, I see. Then, could you tell me something about the paid holidays, insurance, and things like that?

Carter: Every employee in our company gets life insurance and unemployment insurance. You will get two weeks paid holiday in your first full year.

Yang: That sounds fine. How much time will it take for me to be promoted here?

Carter: Promotion is not certain. It depends on your ability and performance. Maybe we'll send you to one of our branches if you like.

Yang: No problem. I hate staying in one place all the time. But in which cities do you have branches? And, where is your company based?

Carter: Our company is based in New York, with branches in many cities, such as Philadelphia, Beijing and London.



2. Work in pairs. In your opinion, what questions raised by the candidate, Karen Yang, seemed to be inappropriate? Write them down and state your reasons. Then compare your answers with your partner's. The first one has been done for you.

Inappropriate questions	Reasons
<i>Is that your wife, Mr. Carter? She is so beautiful.</i>	<i>Avoid asking your interviewer personal questions or making personal comments.</i>
Could you tell me how much the job pays? What about the paid holidays, insurance, and things like that? How much time will it take for me to be promoted here?	The interviewer might infer from these questions that you are only interested in your own needs and not those of their company. Wait until the interviewer raises the subject of salary to discuss it.
But in which cities do you have branches? And where is your company based?	It is unwise to ask about things you should have already known. You will only tell the interviewer that you haven't done your homework.



Part III Language Focus A



Opening


- Good morning, sir/madam.
Good morning. Take a seat, please. My name is Li Ming.
- Did you have any trouble finding us?
Not really. I am familiar with this area.

During: General questions

Personal details

- What is your full name?
John White.
- Where do you live?
I live at No. 88 Zhongshan Road, Guangzhou.
- Are you a resident of Guangzhou?
Yes, I have lived here since my childhood./No, I'm only a temporary resident. I'm originally from Hunan.
- What kind of personality do you think you have?
I think I am introverted./I think I am quite easygoing./I enjoy making friends.
- What are your disadvantages and advantages/strengths and weaknesses?
Well, I'm afraid I am not very creative, but I am tolerant, slow to anger, tactful, empathic, caring and friendly.





Education

- Which university did you attend/graduate from?
I attended/graduated from Guangdong University of Finance.
- Which degree did you obtain/receive?
I have an MA/a BA degree.
- What's your major?
I majored/specialised in law./My major is law.
- What were your scores at college?
They were all above average.
- Did you get any honours or awards at your university?
Yes. I won a university scholarship for four years on end./I've received the honour of the Most Outstanding Student in 2018.
- And, were you involved in any club activities at your college?
Yes. I was a member of the dancing club./I was in the department basketball team.



Work experience

- What sort of work experience do you have?
I've been a sales engineer for three years./I've worked as a training manager for two years.
- Have you ever worked in a state-owned enterprise/foreign trade company?
Yes, I have./No, I haven't.
- What was your position?/What position did you hold in that company?
I was the manager of the Human Resources Department.
- What was your responsibility?/What were you in charge of?
As I was the Personnel Director, my responsibilities mainly included recruitment and training new employees.
- What achievements/awards have you got?
I promoted our products in over ten provinces and last year my turnover amounted to five million RMB.



Follow-up Practice

1. Work in pairs. The introductory stage is very important in an interview, because the interviewer's first impression often influences their final decision. Please listen to the following sample dialogue for opening remarks, and do the substitution exercises with your partner by using the expressions given below.

Cai: May I come in?

Ms. Smith: Yes, please.

Cai: Good morning. My name is Cai Ning. As requested, I have come for an interview.

Ms. Smith: Fine, thank you for coming, Miss Cai. Please sit down. I am Anne Smith, the Assistant Manager.

Cai: Nice to meet you, Ms. Smith.

Ms. Smith: Nice to meet you, too.

Useful expressions

It's nice to see you./Glad to see you./Nice to meet you.

I am Margaret Smith, the Personnel Manager/the Administration Manager/
the Area Representative.

Did you have any difficulty finding our company?

Did you have any trouble finding...?

Was it convenient for you to find...?

Was it easy for you to find...?

I have come for an interview as requested/as invited.



Follow-up Practice

2. You will hear part of an interview dialogue about interests and personality. Listen carefully and choose the correct questions from below.

1) A: _____ **c** _____ ?

- a. What kind of character do you think you have
- b. What kind of person do you think you are
- c. What kind of personality do you think you have

B: Generally speaking, I am an open-minded person.

2) A: _____ **a** _____ ?

- a. What are your strengths and weaknesses
- b. What are your merits and drawbacks
- c. What are your strong points and weak points
- d. What are your advantages and disadvantages

B: I'm cheerful and friendly, but sometimes I am not patient enough.

A: How do you get along with others?

B: I get on well with others.

3) A: _____ **c** _____ ?

- a. How do you spend your free time
- b. How do you spend your spare time
- c. What do you do for leisure

B: I love travelling.

Script





Script

A: What kind of personality do you think you have?

B: Generally speaking, I am an open-minded person.

A: What are your strengths and weaknesses?

B: I'm cheerful and friendly, but sometimes I am not patient enough.

A: How do you get along with others?

B: I get on well with others.

A: What do you do for leisure?

B: I love travelling.





Video 1

**Applying for the position
of financial consultant**

New Words and Expressions

finance *n.* 财政, 金融

major *n.* (大学的) 专业

consultant *n.* 顾问

corporation *n.* 公司

consultancy *n.* 顾问公司

available *adj.* 可获得的; 可接见的

pressure *n.* 压力

notify *v.* 正式通知(某人)

Pre-viewing

Look at the following pictures to have a rough idea of the video.

Chen Bo



A university senior student

Cathy Mandel



Director of HR Department
of a leading international
corporation

Job interview



Cathy Mandel interviews
Chen Bo for the position of
consultant.

Viewing

1. Watch the video and try to fill in the following blanks. (I stands for Interviewer, and C for Candidate.)

I: To start with, would you like to tell me a bit about 1) yourself ?

C: Sure. I'm a senior student at Guangdong University of 2) Finance. I expect to graduate this summer. My major is 3) international finance.

I: So, why did you choose our company?

C: As far as I know, your company is one of several 4) leading international consultant corporations which came to China after China entered WTO. I think working here would give me the best 5) chance to 6) use what I've learned at university.



Script

|| ▶ 🔊 00:05 / 03:00



Applying for the position of financial consultant

(C: Candidate, Chen Bo; I: Interviewer, Cathy Mandel)

C: Good morning, Ms. Mandel.

I: Good morning. Sit down, please.

C: Thank you.

I: You are Chen Bo, aren't you? I am Cathy Mandel, Director of the HR Department.

C: Yes, I'm Chen Bo. Nice to meet you, Ms. Mandel.

I: Nice to meet you, too. I've gone through your resume and would like to know more about you.

C: Thank you for your interest in me.

I: To start with, would you like to tell me a bit about yourself?

C: Sure. I'm a senior student at Guangdong University of Finance. I expect to graduate this summer. My major is international finance.

I: So, why did you choose our company?

C: As far as I know, your company is one of several leading international consultant corporations which came to China after China entered WTO. I think working here would give me the best chance to use what I've learned at university.

I: As a major in international finance, what do you think you can do in consultancy?

C: Well, I know how to tackle problems. For example, I know I must first analyse the problem and work out its major cause. Then I will be able to search for ways to solve it from the available data.

I: Sometimes data is not enough. Have you got any relevant experience in this field?

C: Last year, during the probationary period, I was involved in the restoration of a factory in Nanjing. I really learned a lot from the experience, especially how to assess people's strengths and abilities.

Script

I: Can you cope with hard work under pressure and in a tough environment?

C: No problem. I don't care about pressure or the environment, as long as I enjoy the work.

I: Good. Now, do you have any questions to ask?

C: Yes, I've got one. Are there any opportunities for Chinese employees to be transferred to the head office in New York or other branch offices around the world?

I: Probably. I think you are likely to be sent to work in an overseas branch to get experience later on once when you have proved your worth.

C: Oh, great. If I'm accepted, I will do my best for the company.

I: I wish you luck! We'll notify you of our final decision by Friday.

C: Thank you, Ms. Mandel. Goodbye.

I: Goodbye.



2. Watch the video and try to complete the following chart.

Reasons for joining the company	<ul style="list-style-type: none">• It is one of the leading international consultant corporations which came to China after China entered WTO.• Working in this company would give him the best chance to use what he has learned at university.
Relevant work experience	He worked on a factory restoration in Nanjing.
Questions	Are there any chances for a Chinese employee to be transferred to head office in New York or other branch offices around the world?
Result of the interview	Chen Bo will be notified of the final decision by Friday.



Post-viewing

Work in small groups. What are Chen Bo's strengths and weaknesses for applying for the job? Discuss with your group members, and choose a representative to report to the whole class.



Strengths

- Degree in international finance
- Passion for the job
- Being young and energetic
- Fluency in English
- Good appearance
- Knowing how to tackle problems



Weaknesses

- Little related experience or training
- ...





Language Focus B



During: Position-related questions

Reasons for resignation or application

- What made you decide to change your job?

I didn't like the culture of the company and I saw no chance of promotion./I have to leave my present post because the company is going bankrupt/has been declared bankrupt.

- Why did you choose/pick our company?

Well, I know you have a very international business, so I thought I would be able to learn some advanced methods of management from foreign staff members.

Qualifications and skills

- What are your qualifications?

I'm a qualified stenographer. I can type 60 words per minute and I can take shorthand at 80 words a minute.

- How many languages can you speak?

Two. Chinese is my native language and English is my foreign language. I can also speak Cantonese.

Job fit

- What do you know about our organisation?
Well, I saw from your website that...
- Why do you think you are qualified for this job?
I'm familiar with Western-style accounting because I've worked in a foreign capital enterprise for four years. So I think I'm qualified for the position.
- What do you look for in a position?
I'm looking for an opportunity to apply my skills and contribute to the growth of the company while helping to create some promotion opportunities for myself.
- What are your short-term goals?
Short-term? I'd like to contribute to the company's bottom line. The position we are here to discuss today would appear to be such an opportunity. Could you tell me more about it?
- Certainly, but please let me first ask you: where do you want to be in five years?
I would hope to have increased my skill base and made a significant contribution to the company. Hopefully, I would be considered for promotion by then.

Closing

- Do you have any questions to ask me?
Yes. Do you have a training programme for new employees?/I'd like to know if there would be any chance to work abroad in the future./I'd like to know more about the job.
- We'll get in touch with you as soon as we've made our decision. Thank you for coming.
Thank you. I hope we will meet again.





Follow-up Practice

1. Complete this interview dialogue with words from the list. Then listen to the dialogue and check your answers. (I stands for Interviewer, and C for Candidate.)

challenging

experience

leave

investment

accounting

position

I: Let's start the interview with some questions. Tell me about your past 1) experience.

C: I have six years' experience in the financial industry, working for three companies. For the past two years, I have been working in a(n) 2) investment bank.

I: What qualifications do you have for this 3) position ?

C: I graduated from Peking University in 2012 and majored in accounting. I can speak English fluently and I can do bookkeeping and 4) accounting to Western standards.

I: Why did you 5) leave your last position?

C: I want to find a job that is 6) challenging where I can grow and develop.

Script





Script

I: Let's start the interview with some questions. Tell me about your past experience.

C: I have six years' experience in the financial industry, working for three companies. For the past two years, I have been working in an investment bank.

I: What qualifications do you have for this position?

C: I graduated from Peking University in 2012 and majored in accounting. I can speak English fluently and I can do bookkeeping and accounting to Western standards.

I: Why did you leave your last position?

C: I want to find a job that is challenging, where I can grow and develop.



Follow-up Practice

2. The following disordered sentences are about the closing part of an interview. Please put them in the correct order. Then listen to the dialogue and check your answers.

- a. We will get in touch with you by the end of next week.
- b. Goodbye.
- c. That's good. I will look forward to hearing from you. Will there be a second interview?
- d. Yes, please. My telephone number is 2974-5328. You can call me at any time during the day.
- e. Probably. We'll notify you if necessary. Goodbye.
- f. You are welcome. Thank you for taking time out of your busy schedule to interview me.
- g. May I call you about our final decision?
- h. Well, that seems to be all. Thank you for your interest in this job.

The correct order is:

h → f → g → d → a → c → e → b



Script



Script

I: Well, that seems to be all. Thank you for your interest in this job.

C: You are welcome. Thank you for taking time out of your busy schedule to interview me.

I: May I call you about our final decision?

C: Yes, please. My telephone number is 2974-5328. You can call me at any time during the day.

I: We will get in touch with you by the end of next week.

C: That's good. I will look forward to hearing from you. Will there be a second interview?

I: Probably. We'll notify you if necessary. Goodbye.

C: Goodbye.





Video 2

Applying for the position
of sales manager

New Words and Expressions

salesgirl *n.* 女售货员
cosmetics *n.* 化妆品
skincare *adj.* 护肤的
administration *n.* 管理

appoint *v.* 任命
challenge *n.* 挑战
income *n.* 收入
entail *v.* 需要

Pre-viewing

Look at the following pictures to have a rough idea of the video.

Merry Wang



She applies for the position of Sales Manager.

Harry White



Director of the HR Department

Job interview



Harry White interviews Merry Wang.



Viewing

1. Watch the video and decide whether the following statements are true (T) or false (F).

F (1) In the summers of 1996 and 1997, Merry worked as a salesgirl for this company in Guangzhou.

T (2) Merry passed TEM 8 at college, and she is good at oral English.

F (3) Merry has worked for United Butter for two years since she graduated from college.

F (4) Merry will be in charge of the marketing activities in southeast China.

T (5) Merry's current annual income at United Butter is 150 thousand.



Script



00:05 / 03:00





Script

Applying for the position of Sales Manager

Wang: May I come in?

Mr. White: Yes, please do.

Wang: Good morning, sir. My name is Merry Wang. I've come for an interview, as requested.

Mr. White: Nice to meet you, Miss Wang. I am Harry White, Director of the HR Department. I was expecting you. Please, take a seat.

Wang: Thank you.

Mr. White: Well, Miss Wang, you are applying for the position of Sales Manager, right? How did you know about our company?

Wang: I got to know your company from your TV commercials. They are elaborately designed and produced, and leave me deep impression. And in the summers of 1997 and 1998 I worked as a salesgirl for your company in Guangzhou.

Mr. White: Really? That's good. Then you must know something about our company?

Wang: Yes, a little. Your company is very famous. Your cosmetics and skincare products are very popular with women all over the world.

Mr. White: Huh, that's right. Miss Wang, can you tell me which university you attended?





Script

Wang: Sun Yat-sen.

Mr. White: And what degree have you got?

Wang: I have a bachelor's degree in business administration.

Mr. White: How is your English? You know, some staff members in our company are Americans, so conversational English is very important.

Wang: I passed TEM 8 at college, and I am good at oral English. I think I can communicate with Americans quite well.

Mr. White: Good. I know you are now with United Butter. What is your chief responsibility there?

Wang: I've worked there for five years, since I graduated from college. Two years ago, I was appointed Brand Manager—responsible for the Panda line of biscuits.

Mr. White: Why do you want to change your job?

Wang: I want to change my work environment, seek new challenges and broaden my experience. That's why I want to move into sales.

Mr. White: What do you think is the most important qualification for a salesperson?

Wang: I think it's self-confidence and quality products.

Mr. White: I agree with you. What salary would you expect to get here?





Script

Wang: Well, I would leave it to you to decide after you consider my abilities. My current annual income at United Butter is 150 thousand. But, er,... could you tell me a little more about what the job entails?

Mr. White: You would be in charge of all the sales activities, for all hair products in northeast China. This would involve market analysis, client service and development, sales promotion, and regular customer satisfaction surveys. You'd report directly to the Regional Sales Director. Do you have any other questions?

Wang: Yes, only one. When can I have your decision?

Mr. White: I need to discuss with other board members. We'll notify you of our decision as soon as possible. But... to be honest, you seem to be a good candidate with the right kind of experience and personality. You're high on my list.

Wang: That's good! Thank you, Mr. White. I look forward to hearing from you. Goodbye.

Mr. White: Goodbye.



2. Watch the video again, note down the key information about Merry Wang and complete the following resume for her..

RESUME

Name: Merry Wang
Nationality: Chinese
Address: 348 Main Road
Guangzhou, Guangdong
Telephone: (020) 1234-5678
E-mail: merrywang@hotmail.com



OBJECTIVE
A position of 1) Sales Manager

SUMMARY OF QUALIFICATIONS

- 2) Five years' successful experience at United Butter.
- Motivated and enthusiastic about developing good relations with clients.
- Effectively working alone or as a team member.

EMPLOYMENT HISTORY

2003–present: Working at United Butter, being the 3) Brand Manager for two years, responsible for the Panda line of 4) biscuits

EDUCATION

1999–2003: Sun Yat-sen University, Guangzhou, Bachelor of 5) Business Administration

SKILLS

Computer skills: Windows, MS Office, Excel, Lotus 123, Microsoft FrontPage.
Language skills: Passed TEM 8 at college; being good at 6) oral English

INTERESTS

Bowling, travelling, yoga.



Post-viewing

1. Work in pairs. Make a dialogue according to the following situation.

You, a graduating student from Guangdong University of Foreign Studies, is applying for a position of English secretary in a company. Your interviewer, Mr. Luo is interviewing you.



Sample

Applying for the post of an English secretary

A: How do you do, sir? I'm Ye Jinghong. I've come for an interview as requested.

B: How do you do, Miss Ye? I'm Luo Jiang, the office director. Please take a seat.

A: Thank you, Mr. Luo.


B: Now let's get down to talk. First of all, would you please say something about yourself and family?

A: It's my pleasure to do so. I come from Dongguan City. My father is a manager of an import and export company in Dongguan and my mother works as a doctor in a hospital. I have an elder brother. He is in the army. I am twenty-one years old. In 1996, I passed the National Entrance Examination and was admitted into Guangdong University of Foreign Studies. I specialise in English Secretarial Studies.

B: What courses have you taken in English Secretarial Studies?

A: I've taken such courses as Secretarial Principles, Office Administration, Business English, Public Relations, Etiquette Study, Psychology, Computer Programming, Typing, Stenography, and File-Keeping.





B: How are your typing and shorthand skills?

A: I can type 60 words per minute, and take dictation in English at 100 words per minute.

B: Good. But can you operate any other office machines?

A: Yes. I can operate a facsimile machine and a Photostat.

B: Where have you learned to operate these machines?

A: I learned to operate them at The Foreign Trade Corporation of Guangdong Province last summer. I worked there for nearly two months.

B: Oh, very good. You've had some practical experience in office work. What salary would you expect to get?

A: As for salary, I leave it to you to decide after you consider my abilities.

B: Well, I believe we can offer you 2,500 *yuan* a month at the start. Would that be satisfactory?





A: Yes, I am quite satisfied. That would be more than I have expected.

B: What date can you start to work?

A: I won't be able to leave the university until I get my diploma at the end of this month. How about early next month?

B: That'll do. Please come in on August the first. Working hours are from eight to twelve in the morning and from two to six in the afternoon. We usually work for five days a week, but occasionally we have to work overtime.

A: Yes, sir.

B: Thank you very much for coming today. It'll be a pleasure to have you here.

A: Thank you, Mr. Luo. I'm sure I'll enjoy working here, too.

B: I hope so. Goodbye.

A: Goodbye.





Business Culture

Job Interview—Skills and Techniques

In today's tight economy, it's difficult to rise above the crowd and get a preferred job. Successful candidates are not born; they are made. Follow the checklist to ensure a better chance to showcase your talents and skills.

1. Do plan to arrive on time or a few minutes early. Late arrival for a job interview is never excusable.
2. If presented with an application, do fill it out neatly and completely. Don't rely on your application or resume to do the selling for you. Interviewers will want you to speak for yourself.
3. Do greet the interviewer by last name if you are sure of the pronunciation. If not, ask the employer to repeat it. Give the appearance of energy as you walk. Smile! Shake hands firmly. Be genuinely glad to meet the interviewer.
4. Do wait until you are offered a chair before sitting. Sit upright, look alert and interested at all times. Be a good listener as well as a good communicator.



5. Do look a prospective employer in the eye while speaking.
6. Do make sure that your good points come across to the interviewer in a factual, sincere manner. Stress achievements. For example: sales records, processes developed, etc.
7. Don't forget to bring a copy of your resume! Keep several copies in your briefcase if you are afraid you will forget.
8. Don't smoke, even if the interviewer does and offers you a cigarette. Do not chew gum.
9. Don't answer with a simple "yes" or "no". Explain whenever possible. Describe those things about yourself which relate to the situation.
10. Don't lie. Answer questions truthfully, frankly and succinctly (简洁地).

Text Bank

On-campus Interviewing Success

“The average person puts only 25% of his energy and ability into his work. The world takes off its hat to those who put in more than 50% of their capacity, and stands on its head for those few-and-far-between souls who devote 100%.”

— Andrew Carnegie

Consider the on-campus interview for a moment. You will be spending twenty to thirty minutes in a tiny cubicle with a total stranger. This person will subsequently decide whether you will have a chance to work for his company. The best you can hope for is to avoid being disqualified, which only takes you one step further into the interviewing maze. One little mistake, one little error, and you could be history.

Actually, the entire process seems rather absurd, except for the fact that you will not get a job without playing the interviewing game. And on-campus interviewing is often the starting point for the interviewing process.



On-campus interviewing is not simply meeting with three or five (or even ten) companies and then picking the one you want to work for. To maximise your on-campus interviewing success, you need to first maximise both the quality and quantity of the interviews, and then maximise your interview efficiency. It is not enough to just “show up” for the interviews and hope that someone will miraculously offer you a job. You have to perform at your peak to gain any mileage from on-campus interviewing.

On-campus interviews are a gift. They will be by far the easiest interviews for you to find. But you should not depend exclusively on it to guarantee you after-graduation employment. There are far more companies than just those that are visiting your campus. Many of the best companies may not be visiting any campuses. So be patient and have confidence to learn the ways to reach out to other companies. Remember that: “He who has an art has everywhere a part (有一技之长者到处可以立足).”

Discussion:

1. Have you ever participated in an on-campus interview?
2. How could you maximise your on-campus interviewing success?



THANKS

