

Access English Centre
Immigrant Centre Manitoba
Employment Part 3 – Top Four Interview Questions
High Beginner Level

90 minutes

Objective/Goal:

: This is a fun, practical, and interactive activity for the participants to learn how to conduct a successful job interview and how to answer the top four interview questions. This activity will equip the participants with the skills to perform well in a job interview.

Materials:

Participants need: Participants need vocabulary / prompt cards and scenario cards.

Facilitator needs:

- magnetic whiteboard
- whiteboard markers

Warm- up Activity: Write the words “Top Four Interview Questions” on the board. Ask volunteers to share with the whole group their previous interview experience. Then, introduce the top five interview questions:

1. Tell us about yourself.
2. What is your greatest strength?
3. What is your greatest weakness?
4. Why should we hire you?

Write the questions on the board, and then define the key points in answering the questions. Teach the participants:

- how to highlight their skills, work experience, and strengths
- how to state their weakness while focusing on their plans for self-improvement
- how to give a positive reason for leaving their current job
- how to promote themselves to show that they are the right candidate for the position.

(See the prompt cards.)

a. Group work. Model how to answer the four questions by using the prompt cards. For example:

- “My greatest strength is my organizational skills.”

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- “My great weakness is my English but I am attending an English school in the evening now.”

Work-out Activity : After modeling with the whole group, go over the prompt cards together and explain new or unfamiliar words. Then, tell the whole group that they will be playing card games to talk about their strengths, weakness, reasons and why he/she should be hired.

Group activity 1: Group participants into 3s or 4s to play the flash card game. They take turns picking one card from the deck. They should read the question on the card and answer them accordingly. Everyone should practice all the questions.

Group Activity 2: Role-play – an interviewer and an interviewee. Pair the participants and ask them to practice the interview cards.

Group Activity 3. Mini Presentation – After the pair work, invite a few pairs to the front to demonstrate their interview activity based on the four questions. Have the rest of the group ask interviewers questions such as “Why should you hire this person?” etc.

Cool-down: Whole group activity

Watch a short video clip on Job Interview as a whole group, and share their opinions on the video <http://youtu.be/Am-SAdACZbU>

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<p>Tell me about yourself</p> <p>I am glad to introduce myself. My name is ____.</p> <p>I am a simple and honest person. I was a head cook in a Chinese restaurant. I know how to prepare food. I know how to organize the kitchen.</p>	<p>Tell me about yourself</p> <p>My name is _____. I am from _____. I graduated from a university in my country in 2000. I was an engineer from my country. I am a hardworking person. I am a good listener and I am fast learner.</p>
<p>Tell me about yourself</p> <p>I'm a book keeper looking for a job. I am an experienced book keeper. I'm looking for a better opportunity in your company.</p>	<p>Tell me about yourself</p> <p>My name is _____. I'm from _____. I am a straightforward and honest person. I am a very hard-working person. I always try to learn new things for my daily work.</p>
<p>What Is Your Greatest Strength?</p> <p><i>(to describe the skills and experience that directly correlate with the job you are applying for.)</i></p>	<p>What is your greatest weakness?</p> <p><i>(to talk about skills you have improved on, and turning a negative weakness into a positive solution)</i></p>

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<p style="text-align: center;">What Is Your Greatest Strength?</p> <p>My greatest strengths are my punctuality and my loyalty to my work.</p>	<p style="text-align: center;">What is your greatest weakness?</p> <p>My greatest weakness is my English. I am taking English every weekend to improve my speaking skills.</p>
<p style="text-align: center;">What Is Your Greatest Strength?</p> <p>I understand the value of time and I listen to advice from others.</p>	<p style="text-align: center;">What is your greatest weakness?</p> <p>My greatest weakness is a lack of confidence. I get nervous and have trouble being confident.</p>
<p style="text-align: center;">Why should we hire you?</p> <p>I am a hardworking person. I'm also efficient. I am organized. I am I qualified for this job.</p>	<p style="text-align: center;">Why should we hire you?</p> <p>I'm a fast learner. I am a team player, and I can work under pressure.</p>
<p style="text-align: center;">Why should we hire you?</p> <p>I think you should hire me. I'm hard working, and I have a good attitude. I'm also effective.</p>	<p style="text-align: center;">Why should we hire you?</p> <p>Hire me because I'm a positive thinker. I have an optimistic personality, I'm hardworking.</p>