

Access English Centre
Immigrant Centre Manitoba
Employment Part 3 – Top Four Interview Questions
Intermediate 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 ability to organize multi-tasks efficiently.”

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- “My great weakness is lack of confidence to speak English in the public, but I am attending a conversation group to improve my speaking skills.”

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 style="text-align: center;">Tell me about yourself</p> <p>I am glad to introduce myself. My name is _____. I am a simple and honest person. I have worked as a cook in a Chinese restaurant for 10 years. I know how to prepare food and how to organize the kitchen very well.</p>	<p style="text-align: center;">Tell me about yourself</p> <p>Firstly, I would like to thank you for giving me this opportunity to tell you about myself. My name is _____. I am from _____. I graduated from U of M in 2000. I am self confident and a hardworking person. I am a good listener as well as a good learner. I also have the ability to manage people.</p>
<p style="text-align: center;">Tell me about yourself</p> <p>I'm a Chef looking for a job. I have a good knowledge of Canadian and Chinese cuisine, in addition to many more cuisines. I have many years of experience. I'm a dedicated, passionate and creative professional looking for a better opportunity to establish my career and grow with the company.</p>	<p style="text-align: center;">Tell me about yourself</p> <p>Firstly, I feel very thankful to you for giving me such a wonderful opportunity to introduce myself. My name is _____. I'm from _____. I am a straightforward and honest person. I am a very hard-working person. I give total effort to build my company. I always try to learn new things for my daily work.</p>

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<p style="text-align: center;">What Is Your Greatest Strength?</p> <p style="text-align: center;"><i>(to describe the skills and experience that directly correlate with the job you are applying for.)</i></p>	<p style="text-align: center;">What is your greatest weakness?</p> <p style="text-align: center;"><i>(to talk about skills you have improved on, and turning a negative weakness into a positive solution)</i></p>
<p style="text-align: center;">What Is Your Greatest Strength?</p> <p>My time management skills are excellent and I'm organized, efficient, and take pride in excelling at my work.</p>	<p style="text-align: center;">What is your greatest weakness?</p> <p>Being organized wasn't my strongest point, but I tried to learn how to manage my time that really helped my organization skills.</p>
<p style="text-align: center;">What Is Your Greatest Strength?</p> <p>My greatest strengths are my listening, learning, and leading skills.</p>	<p style="text-align: center;">What is your greatest weakness?</p> <p>My greatest weakness is that I try to keep my problems to myself and make others feel I am fine when I am not.</p>

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<p style="text-align: center;">What Is Your Greatest Strength?</p> <p>My strength is the ability to take on challenges. My past and present job interests were/are in the math and science sectors.</p>	<p style="text-align: center;">What is your greatest weakness?</p> <p>I would like to think that my greatest weakness is expecting too much from myself on every task I handle. I am learning how to ask for help when I should.</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;">What Is Your Greatest Strength?</p> <p>My strength is being cool and calm in any situation so that I am able think clearly and solve the problem.</p>	<p style="text-align: center;">What is your greatest weakness?</p> <p>I am new to this province. I am learning how to establish my new network. However, I am a fast learner. I believe I can do it.</p>

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<p>Why should we hire you?</p> <p>You should hire me because not only am I qualified for this job due to my experience, but also because of the positive attitude that I have towards the tasks given to me. I take good care of my responsibilities so if you are giving this position to me, then think of it as a great investment.</p>	<p>Why should we hire you?</p> <p>I'm a fast learner, I am self-confident and I can communicate with people very well. I am a team player and I can work under pressure.</p>
<p>Why should we hire you?</p> <p>I am a hardworking person, but I'm also efficient. I'm not the guy who spends 5 hours on one thing, I'm the guy who spends 5 hours doing 20 things, because I am organized and I know what I'm doing.</p>	<p>Why should we hire you?</p> <p>Hire me because I'm a positive thinker. I have an optimistic personality, I'm hardworking and most of all, it will help me to improve my skills.</p>
<p>Why should we hire you?</p> <p>I think you should hire me because I'm hard working and I have a good attitude. I'm also effective.</p>	<p>Why should we hire you?</p> <p>You should hire me because I have a good personality and I can handle any kind of pressure.</p>

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