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Vocabulary & Conversation Training Worksheet: Job Interview (Intermediate-Advanced)

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Preparation Notes for the Teacher

In this job interview vocabulary worksheet, you are going to find ESL job interview vocabulary exercises that will help students to learn useful phrases, questions for when attending a job interview.

The worksheet also includes a conversation exercise for practical use of the vocabulary. The exercises are tailored to intermediate-advanced (B2-C1) students

Required time: 45 min

To prepare:

Create and print out job cards and interview cards for Exercise C. The job cards contain a job and requirements, while the interview cards contain questions for the jobseeker. Make sure you use the questions from Exercise B, and you are welcome to add more.

The role-play should be performed in pairs, so make sure you have 3 job cards with 3 matching interview cards per pair.

Student 1 is the jobseeker who draws a job card, while Student 2 is the employer who asks questions at the interviews. Roles can be swapped for a second round of the role-play activity.

Job Interview



In this worksheet, you will find job interview vocabulary exercises that will help you learn useful phrases, questions, and conversation tips (**what you should and shouldn't say**) that you can use when attending a job interview.

Think about your dream job and what kind of **skills** and **personality traits** you need to have for that job. Discuss this briefly with your class and your teacher, then answer Exercise A and Exercise B questions.

Read the questions before answering to make sure you understand them.

EXERCISE A. Vocabulary (Skills and Personality Traits)

1. Imagine that you are a jobseeker. Think about how you would describe yourself. Look at the personality traits box, then check the table below. Can you recognize the personality traits of every description? Fill in the blanks 1-14 with the correct word from the personality traits box.

Personality traits:

direct	assertive	determined	observant
motivated	reliable	problem-solver	upfront
people-oriented	goal-oriented	persistent	communicator

	You:	Say this to your employer: (fill in one personality trait)
1	You always notice when someone needs something at a meeting	I am _____.
2	You don't quit until you complete your task.	I am _____.
3	You love being around people, working together and helping them.	I am _____.
4	You always carefully plan your tasks for the next week to achieve everything that you want.	I am _____.
5	You know that you have to stay focused and keep on working to be successful.	I am _____.
6	You will never talk about work outside work.	I am

		_____.
7	You believe that you have to say it out loud when something is wrong.	I am _____.
8	You can talk to anyone.	I am _____.
9	You like finding solutions.	I am _____.
10	You believe that self-confidence is 50% of job success.	I am _____.
11	You see problems at work as challenges.	I am _____.
12	You express your intentions and beliefs clearly.	I am _____.

2. Describe yourself briefly as a jobseeker using the words from Exercise A. Give explanations to your statements.

For example: *"I am positive and reliable. When I have problems at work, I try to look at the bright side, and I never share ideas from work outside work."*

EXERCISE B. Job Interview Questions & Advice

3. Read the questions (1-8). These questions are typical for a job interview. Match the questions with the correct answers (a-h) and fill in the blanks next to each question.

Questions:

- 1) How are you today? Answer: ____
- 2) Did you have any trouble finding us? Answer: ____
- 3) Can you stick to deadlines? Answer: ____
- 4) How much do you expect to earn per month? Answer: ____
- 5) What are your strongest points as an employee? Answer: ____
- 6) What languages can you speak fluently? Answer: ____
- 7) What are your goals for the future? Answer: ____
- 8) Have you got a car license?

Answers:

- a) I expect my monthly salary to be \$10, 000.
- b) English, Farsi, and Norwegian.
- c) I see myself as a CEO of a marketing agency.
- d) No, I only have a motorcycle license.
- e) Very well, thank you. How about you?
- f) Yes, that is not a problem for me.
- g) No, I used to work in this area.
- h) I am very productive, upfront, and goal-oriented.

4. Here are some examples on what you should and shouldn't say at a job interview. Mark each sentence 1-10 as "Right" or "Wrong".

- 1. I really need this job! ____
- 2. No, I don't have any questions for you. ____
- 3. I can work under pressure because I see challenges in problems. ____
- 4. How much will my salary be? ____
- 5. With this job, I would like to develop my skills and get more experience in marketing. ____
- 6. I feel really anxious. ____
- 7. I like to change jobs because I need changes in my life. ____
- 8. I really like that you organize after work parties every Friday! ____
- 9. My current job is convenient, but I want to upgrade my skills. ____
- 10. My goal is to improve my skills and learn more about sustainability in architecture. ____

EXERCISE C. Speaking (Role-Play)

5. Do this role-play activity together with your partner, then swap roles:

Student 1 draws a job card. Student 2 uses a matching interview card for Student 1 for the job on the card.

Student 2 ask the interview questions from the and Student 1 has to give creative answers to get the job. Act out the interview in front of your class.

Key

Exercise A

1. 1-observant, 2-persistent, 3-people-oriented, 4-goal-oriented, 5-motivated, 6-determined, 7-reliable, 8-direct, 9-communicator, 10-problem-solver, 11-assertive, 12-upfront

Exercise B

1. 1-e, 2-g, 3-f, 4-a, 5-h, 6-b, 7-c, 8-d
2. 1-W, 2-W, 3-R, 4-W, 5-R, 6-W, 7-W, 8-W, 9-R, 10-R