

Preparing for a mock job interview

Day 1- Possible jobs (careers) and adjectives to describe yourself.

Objectives: learn about language industry jobs and know how to describe yourself in an interview

1) What career or summer / part-time job would you like to have?

Talk about language industry jobs and specifically those available with Costa crociere: Michele, Guest Entertainment Personnel

https://www.youtube.com/watch?v=_6qdqr2j8Mc

<https://career.costacrociere.it/>

Costa crociere International Host / Hostess

Job description

As International Host / Hostess, you will provide personalized customer service, language assistance and translations to our Guests, enhancing understanding and enjoyment of their exciting Costa experience

Main Responsibilities

- Acting as point of reference for Guests thru public relations by removing language barriers
- Taking care of the daily cruise program to assure the correct translation of written material in the relevant language such as menus and flyers, organizes informative speeches
- Supporting the various revenue services through a constant communication and promotion to maximize revenue and Guest satisfaction
- Providing constant feedback about the most frequent requests of the nationality groups or remarks received to evaluate the cruise atmosphere

Requirements

- At least 6 months experience in tourism (i.e. reception, tour guiding)
- Enthusiastic and good communicator
- At ease with public speaking
- Familiar with sales techniques
- Problem solving oriented
- English C1
- French, Spanish and / or German B1

2) What three adjectives would you use to describe yourself in a job interview? Share in class the top three adjectives you would use to describe yourself in an interview. Think what positive adjectives your teachers, family or friends would use to describe you. To learn more about interview questions and good answers, look at this website: <https://www.wrksolutions.com/for-individuals/career-exploration/when-i-grow-up/high-school-grades-9-12/interview>

Good Words to Describe Yourself in an Interview



Positive words that can help you in an interview

Ambitious
Confident
Conscientious
Dependable
Diligent
Enthusiastic
Ethical
Extrovert
Flexible
Friendly
Honest
Imaginative
Inspirational
Leader
Loyal
Organized
Personable
Reliable
Versatile
Visionary

Bad Words to Describe Yourself in an Interview



Negative and general words that lack substance

Authoritative
Committed
Curator
Extensive Experience
Generous
Go-to man
Guru
Independent
Intelligent
Obsessive
Outside-the-box thinker
Outspoken
Passionate
Punctual
Results-driven
Seasoned
Straight-forward
Stubborn
Unique
World-class

Days 2 and 3 job interview Lesson -

Objectives: Be prepared for a job interview in English

Warm up: Work in pairs: select do's and don'ts in a job interview

Agenda: Warm up correction / Difficult vocabulary and questions / Video / Questions/answers correction

Do's :) and don'ts :(in a job interview

Select the do's and don'ts in the following list.

- Dress appropriately. Extremes in fashion or very casual clothes should generally be avoided. Look neat and clean.
- Be punctual. Make sure that you are 10 minutes early and if you are going to be unavoidably late ring and let them know.
- Wear a lot of perfume or aftershave.
- Make eye-contact. Remember to talk to the person (not the top right hand corner of the room or at their shoes).
- Answer questions with a simple "yes" or "no".
- Don't ask questions. Selection is a one way process.
- Be Confident. Remember that you applied for the position because you thought that you could do it.
- Ask questions about the **salary, holidays and bonuses**.
- Show enthusiasm for the company and the position.
- Make sure that you have an idea about where you want to be in the future and can relate the future goals to your application for the present position. You must be able to answer the question "Where do you want to be in five years' time?"

Difficult vocabulary

- Job interviews are designed to assess a few key areas

- dress appropriately
- large jewelry
- loud colours
- firm / limp / bone crushing handshake
- concise summary
- goal
- weakness
- personality flaw
- to pick up the slack
- to stick to one's order of business
- marital status
- inappropriate question
- business card

Watch the video and choose the correct option

Link to the video

<https://www.youtube.com/watch?v=S1ucmfPOBV8>

a. Most job interviews are designed to assess the following key areas:

1. appearance, kindness, interest in the job
2. interest in the job, fit for the job (applicable skills&personality)
professionalism
3. professionalism, appearance, personality, hard skill and soft skills

b. Don't wear any of the following (more than one answer possible)

1. a suit
2. a mini skirt
3. shorts
4. a tie
5. loud colours
6. a lot of makeup

c. What behaviour is expected when greeting the interviewer?

1. a firm handshake, eye contact and a serious expression

2. eye contact with a smile and a firm handshake
3. a soft and limp handshake and a smile
4. a bone crushing handshake

d. How should you handle some key questions?

1. Give a detailed answer adding as much information as possible
2. Give a short answer that summarizes your personal life
3. Give a short summary of your professional abilities and objectives

e. How should you answer a question like: what is your greatest weakness?

1. By focusing on character flaws that can be improved over time
2. By not sharing personality and character flaws
3. By not focusing on areas that can be improved over time

f. Among the following questions which ones are inappropriate to ask? (more than one answer possible)

1. Where do you see yourself in 5 years?
2. Why did you apply for this position?
3. Are you married?
4. Are you planning to become a mother/father?
5. What are your interests?

g. Important things to remember: write do's or don'ts next to each of the following items

1. Stand up and greet your interviewer
2. Wear a lot of perfume/cologne/aftershave
3. Bring a copy of your resume/CV
4. Ask for your interviewer's business cards
5. Keep your cell phone on and answer it if it rings

Last Day: Speed interviews. <https://www.wrksolutions.com/for-individuals/career-exploration/when-i-grow-up/high-school-grades-9-12/interview>

In class: take turns interviewing your fellow students in groups and evaluate how they did using this form:

https://www.wrksolutions.com/Documents/WhenIGrowUp/WIGU_PDFS/High-School/Lesson11-Speed-Interviewing.pdf