

Lesson 5 Extract

1 THE INTERVIEW Part 1

- a Read the biographical information about Ryan Judd. What do you think the HR department of a company does?

Ryan Judd was born in 1976. He has been working as a recruitment advisor in the HR (Human Resources) department at Oxford University Press since 2010.



- b Watch Part 1 of an interview with him. Tick (✓) the things he mentions that candidates for a job interview should do.

- 1 Arrive on time
- 2 Be enthusiastic about the job
- 3 Ask questions about the job
- 4 Ask questions about the salary
- 5 Include a photograph on your CV
- 6 Write a good cover letter
- 7 Check everything is correct on your CV
- 8 Be prepared for the interview

Part 2

- a Watch Part 2. Which three interview situations did he find difficult or surprised him?



- b Watch again and answer the questions.

- 1 What choice did he have with the first candidate he talks about?
- 2 What explanation for her behaviour did the second candidate give?
- 3 What kinds of clothes does he think candidates should wear?
- 4 Why did the third candidate arrive in the wrong kind of clothes? Did he get the job?

Glossary

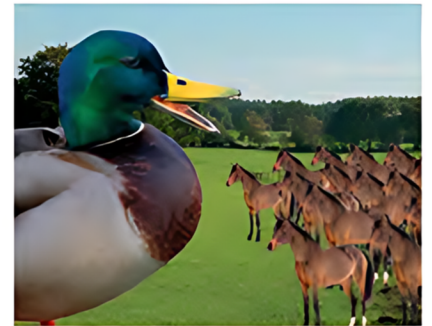
blazer /'bleɪzə/ a smart jacket which is not worn with matching trousers

- c Do you agree with Ryan that how a candidate dresses is important? What would you wear to a job interview?

Part 3

- a Watch Part 3. Complete the two 'extreme interview' questions he mentions.

- 1 How would you describe _____ to your _____?
- 2 Would you rather fight a horse-sized _____ or a hundred duck-sized _____?



Glossary

CV the abbreviation for *Curriculum Vitae*, a written record of your education and the jobs you have done that you send when you are applying for a job

cover(ing) letter a letter containing extra information which candidates send with their CV

recruiter /rɪ'krʊ:tə/ the person who finds new people to join a company

salary banding the level of pay given for certain jobs within a company

- c Now watch again and answer the questions.

- 1 What kinds of things does he ask candidates about to relax them before the interview?
- 2 What kinds of things does he ask candidates at the beginning the interview?
- 3 What information should be given in a covering letter?

- d Which three things in b do you think are the most important?

- b Watch again. Mark the sentences T (true) or F (false). Say why the F ones are false.

- 1 Ryan thinks the purpose of extreme interviewing is to see how candidates react in a strange situation.
- 2 He has used extreme interviewing on several occasions.
- 3 The first 'extreme' question he mentions was asked to see if the candidate had technical and communication skills.
- 4 The second 'extreme' question was asked to see if candidates had leadership potential.
- 5 Ryan thought that it was a good question.
- 6 He would have chosen the first option.

- c How would you answer the two questions in a?



Lesson 5 Extract

2 LOOKING AT LANGUAGE



Formal language

Ryan uses several words and expressions that would typically be used in a more formal setting, e.g. a job interview, rather than in conversation.

Watch some extracts from the interview and replace the **highlighted** words or phrases with the more formal equivalent used by Ryan.

- 1 ‘...you’re also looking for them to **show** experience relevant to the position.’

- 2 ‘During an interview, once it has **begun**, I will always try to start the interview with some general questions...’

- 3 ‘First thing is, obviously, to make mistakes on their application – um, that’s always **seen** negatively...’

- 4 ‘...but again, during the interview, when she hadn’t **said** that’s why she was doing it, it was a bit of a surprise.’

- 5 ‘...you would expect, expect to see **suitable shoes**. And the same for a, **a woman** as well...’
_____ / _____
- 6 ‘It’s not something that I have direct experience of, but I **know about** some of the techniques that they use...’

- 7 ‘...I’m not even sure if I would have been able to give an immediate **answer**...’

