

МИНИСТЕРСТВО ОБРАЗОВАНИЯ И НАУКИ РОССИЙСКОЙ
ФЕДЕРАЦИИ

САНКТ-ПЕТЕРБУРГСКИЙ НАЦИОНАЛЬНЫЙ
ИССЛЕДОВАТЕЛЬСКИЙ УНИВЕРСИТЕТ ИНФОРМАЦИОННЫХ
ТЕХНОЛОГИЙ, МЕХАНИКИ И ОПТИКИ

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Job Hunting

(Как успешно пройти собеседование)



Санкт-Петербург

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Практикум («Как успешно пройти собеседование») предназначен для самостоятельной работы студентов. Основная цель пособия – показать пути поиска работы, процесс подготовки к интервью при приеме на работу. Задача данных разделов – развитие и совершенствования навыков речи, изучение терминологической лексики, необходимой для беседы на иностранном языке по заданной теме.

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В 2009 году Университет стал победителем многоэтапного конкурса, в результате которого определены 12 ведущих университетов России, которым присвоена категория «Национальный исследовательский университет». Министерством образования и науки Российской Федерации была утверждена Программа развития государственного образовательного учреждения высшего профессионального образования «Санкт-Петербургский государственный университет информационных технологий, механики и оптики» на 2009–2018 годы.

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One of the most difficult problems for a young person graduating from a university or any other educational establishment are to make a decision about future occupation, to study the market of the offered vacancies, to present a resume and many other things. So our aim is to help you solve these problems.

JOB HUNTING

Choosing an Occupation

One of the most difficult problems a young person faces is deciding what about a career. There are individuals, of course, who from the time they are six years old "know" that they want to be doctors or pilots or fire fighters, but the majority of us do not get around to making a decision about an occupation or career until somebody or something forces us to face the problem.

Choosing an occupation takes time, and there are a lot of things you have to think about as you try to decide what you would like to do. You may find that you will have to take special courses to qualify¹ for a particular kind of work, or may find out that you will need to get some actual work experience to gain enough knowledge to qualify for a particular job.

Fortunately, there are a lot of people you can turn to for advice and help in making your decision. At most schools, there are teachers who are professionally qualified to consult you and to give detailed information about job qualifications. And you can talk over your ideas with family members and friends who are always ready to listen and to offer suggestions. But even if you get other people involved in helping you make a decision, self-evaluation is an important part of the decision-making process.

Note:

¹*qualify for - be equipped by training; have certain experience*

So, You Are Looking for a Job

WHAT MUST YOU BEGIN WITH?

There are several traditional ways of looking for a job.

A civilized and active means of looking for a job is studying the market of the offered vacancies to get an idea of necessary demands and size up your own chances.

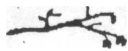
The best way of doing this is to use the help of employment agencies or to independently study the ads of job opportunities being published.

Announcements of job opportunities can be read in different printed publications. But which of them is worth reacting to?

Don't put much trust in ads in the yellow press. Solid companies place ads in prestigious expensive publications with a firm reputation.

The structure of job opportunities ads is usually the same: the name of the vacant position, the list of the candidate's professional, duties, the demands made of the candidate, and the system of compensations and benefits. Ads are often published by employment agencies on behalf of their clients. The address of the office is usually not given — it is suggested that the resume should be sent to a P.O. box or else faxed.

SWEDISH Branch Ltd.



we are leading supplier of
high quality office furniture
and industry equipment.

Due to expansion we are
looking, for

**SALES
REPRESENTATIVES**
with Sales Manager
potential

Requirements:

- 25-30 years old
- enthusiastic and social
- personality
- good self-confidence & service minded
- fluent English

Please send your CV
with hand-written
to: Box #S668,
West Post,
Nevsky 86, fax 275-0806

Due to planned expansion



is seeking Young and Energetic
RESTA MANAGERS

We require:

- ✓ Excellent English and Native Russian
- ✓ Higher Education Degrees
- ✓ Permanent Residency in St Petersburg
- ✓ No Prior Restaurant Experience Necessary

We offer:

- 3 months of all expenses paid training abroad.
- Convenient work schedule
- Growth potential in a prestigious company

**For an interview please come to: Pizza Hut, 71/16 Moika Nab., St Petersburg
Tuesday 21 and
Thursday 23, 5pm-7pm or call
Svetlana at 312-8135 11am-5pm, Mon-Fri**

The St. Petersburg
Times needs a

SECRETARY

Requirements:

- Native Russian speaker
- Initiative
- Computer skills
- Able to work under pressure in a busy office

Send resumes to:

Yana, St Petersburg
Times, 5 Razyezhaya
Ulitsa, or by fax to
314-21-20.

No phone inquiries
please.



ASTROS shipping agency is
looking for

**WAREHOUSE MANAGER EXPORT
OPERATIONS MANAGER**

Requirements:	Interested candidates
English and	should please fax
German lang	their resume to
Organizational	(812)252 7304
Skills	
Relevant Experience	

The American Consulate General
is looking for a full-time

AGRICULTURAL MARKETING ASSISTANT

to serve as office manager for the Foreign
Agricultural Service Office in St Petersburg

UNIVERSITY DEGREE, NATIVE RUSSIAN, FLUENT
ENGLISH, MINIMUM ONE YEAR EXPERJENCE IN
MARKETING-RELATED ACTIVITIES REQUIRED

*For more information, please call 275-17-01,
ext.226*

Resume

An excellent resume may help you get the job of your dreams and a poor resume may mean a lost opportunity.

Since this is the first piece of information a company will receive about you, it is critically important that your resume, be well-written.

It should be presented at the beginning of any interview that you have with a company. Ideally, resume should .not be-longer than one page. The contents of a resume can be roughly categorized as: 1) PERSONAL INFORMATION (address and telephone number), 2) JOB OBJECTIVE, 3) EDUCATION, 4) EXPERIENCE, 5) SKILLS, 6) EXTRACURRICULAR ACTIVITIES, 7) REFERENCES.

The resume begins with PERSONAL INFORMATION, name, address, telephone number centered at the top page.

After your address, a statement of intent or JOB OBJECTIVE should be written. This objective should be well thought out from the very beginning since it will influence how you will write the rest of the resume.

After the statement of intent, describe your EDUCATION.

List the universities, institutes and colleges you have attended in reverse chronological order.

Any studying you have done abroad should be included and courses that you have taken that are relevant.

Your working EXPERIENCE is the next section. List your experience starting with your most recent place of employment and work backwards.

Spell out the exact dates of employment, your position, and the name of the company you worked for.

Following experience, you should list your special SKILLS.

These include your language skills, computer abilities, and any other talent that relates to your statement of intent.

When describing your language abilities, it is best to be honest about assessing your level, "Fluent English", "native Russian", "intermediate German", and "beginning French" are all ways to describe your language abilities.

EXTRACURRICULAR ACTIVITIES should be included in the next section. Student or professional organizations you belong to, travel, sports and hobbies should be listed here.

The last section of your resume is the REFERENCE section. List at least two people, not related to you, who can describe your qualification for the job.

Their names, titles, places of work, and telephone numbers should be included.

The style and format of a resume are extremely important. Your resume must be typed, preferably on a computer in order to format it most effectively. A neat and well-written resume with no spelling mistakes will give an employer the impression that you are accurate and take care of details.

A resume will not get you a job. An interview with a company will get you a job. In order to have the opportunity of interviewing with a company you should send your resume with a cover letter.

RESUME

Anna Smirnova
98, Chaikovskogo Street, apt. 85
St Petersburg, 191194, Russia
Phone: +7 812 272 08 95

OBJECTIVE: Obtain employment in the field of public relations that will allow me to use my ability to work with people and take advantage of my knowledge of English.

EDUCATION: St. Petersburg State University
1989-1996 Diploma in English and French.
Qualified as English interpreter.

WORK Assistant, Interpreter of Director General Insurance Co.

EXPERIENCE: Rodin a Ros.
April 1996-
till now
Duties: schedules of meetings, appointments and recording of the .personnel, interpreting and translation of documents.

January -
March
1993
Personal assistant and secretary to Mr. Ron Black at the office of Operation Carelift. Mr. Black, a former member of the Pennsylvania House of Representatives supervised the activities of this NGO in distributing humanitarian assistance in St.Petersburg. Duties: interviewing and screening Russian organization which applied for humanitarian assistance, arranging and .supervising of deliveries of children's shoes and boots in St.Petersburg, scheduling of the drivers and Russian personnel.

LANGUAGES: ENGLISH Fluent reading, writing and speaking ability.
Qualified as interpreter and translator,
FRENCH Good reading and translating ability.
GERMAN Rudimentary conversation German acquired during several visits to Germany.

OTHER SKILLS: COMPUTER Microsoft Word and Excel. Typing, fax, Xerox.

HOBBIES: Theatre, music, tourism, sports.

ACTIVITIES -

REFERENCES .

Mrs. Elena Petrova, Associate professor St.Petersburg, •
State University 11,
Universitetskaya Nab.
St.Petersburg

Phone: +7 812 218 95 65
Mr.Peter Bright, Manager
Anglo-American School
US Consulat General
St.Petersburg
Phone:+7 812 325 62 47

Write a cover letter as Ann Smirnova did it.

Anna Smirnova
98, Chaikovskogo Street apt 85
St.Petersburg, 191194, Russia
Phone: +7 812 272 08 95
December 2, 1996

US Consulate General
15, Furshtatskaya Street
St.Petersburg.191028
Attn.: Mr. Josh Overcast

Dear Sirs,

By this letter I would like to apply for the FSN personnel clerk position at the US Consulate General.

Thank you for taking time to deal with, my application. Please kindly find my references enclosed.

Faithfully yours,
Anna Smirnova.

HOW TO WRITE A COVER LETTER.

Read the text about a supporting letter which should usually accompany your CV or Resume. Pay attention to the differences in the content between the first, two documents and the following one.

When you use a resume to apply for a job,, you also need a short cover letter. The cover letter should not simply repeat information given in the resume; instead, it should begin by identifying the job for which you are applying and telling how you heard about it. You can then add any other information not included in the resume which might be important-for this particular job. Finally, request an interview; include your phone number, and when you can be reached.

Address the letter, to a specific individual whenever possible.

Develop a bridge between yourself and employer at the very beginning -tell how you learned of the vacancy.

Give a brief statement, emphasizing your qualifications for this position.

Use words directly from the job ad to describe what you. can do.

Emphasize what you can do for an employer rather than what he can do for you.

Show enthusiasm throughout your letter.

Sample Cover Letter

753 Westborn Drive
Ardmore, PA 19361

November 23, 2002

Mr. Arnold Peck
Director of Personnel
Lientz Construction, Inc.
119 Westview Drive
Willoughby, OH 44094

Dear Mr. Peck:

With a civil engineering degree from Eastern-University and practical experience in the field, I believe I could be of value to Lientz Construction. Would you please consider me for the junior civil engineering position described in the November 22 *New York Times*?

Your notice, .calls for a candidate with «business sense». While at Eastern, I took many business, courses, including three advanced seminars. I was intrigued by the sometimes conflicting goals of high profits, and good labour-management relations and did my research on solutions to such problems in the construction industry.

In three summer's work with .two construction firms, I saw the practical side of this issue. I began as a laborer, experience which will be of great value to me in my career in construction. I have prepared over three dozen bids and estimates for both residential and commercial customers. In addition, I revised the entire drafting of a 700-unit housing complex in southern New Jersey.

The enclosed resume provides an overview of my skills and experience. Could I meet with you at your convenience to discuss my qualifications for the position? You can leave, a message for me any weekday at (215)525-6681.

Very truly yours,

Kenneth Chaing

Enclosure (1)

Calling an Employment Agency

Receptionist:

Good morning, Pilot agency.

Applicant:

Good-morning, my name is Ivanov, Sergey Ivanov.

I'm interested in finding a job in quality control. Is there someone with whom I can speak?

Situation I.

R:

I'm sorry, we don't handle jobs of that kind.

App:

O.K I'm sorry to bother you, but can you suggest an agency which does deal with such a job.

R:

You might try the Greenfield agency.

App:

Thank you very much for your help. Have a good day.

R:

You too.

Situation II.

R:

Yes, Just .a minute, Mr. Robinson will be right with you.

Mr. Robinson:

Good morning, Robinson speaking.

App:

Good morning, my name is Ivanov, I'm interested in finding a job in quality control. May I come and discuss the possibilities?

Situation I.

Mr. R:

What are your qualifications in this field?

App:

I have a five year diploma from Baltic State Technical University in certification.

Mr. R: Do you have any work experience?
App: Not in this field, but I have worked as an electrician in St. Petersburg Constructions.

Mr. R: O.K. come and see me at 3 o'clock tomorrow and bring your resume.

App: Thank you. Good bye.
Mr. R: Good bye. See you tomorrow then.

Situation II.

Mr. R: I'm sorry, I have no such listings right now.
App: May I register with you anyway in case something comes in?
Mr. R: Of course, you can. You can come any time during the day. You will be placed in the file.
App: Thank you. Good bye.
Mr. R: Good bye. Have a good day.
App: You too.

Responding to an Ad

Receptionist: Good morning, Manpower agency.
Applicant: I'm calling about your add in "Daily News" for an electronic engineer. I'd like very much to come and talk with someone about the job.

Receptionist: Mr. Robinson is receiving applicants at 3 o'clock every Tuesday and Friday.

App: I'm here to see Mr. Robinson about the electronic engineer position, I've read about in "Daily News" want ads.

R: Have a seat, please. Mr. Robinson will be free in a few minutes. What is your name? I'll tell Mr. Robinson that you're waiting to see him.

App: Thank you. My name is Sergey Ivanov. Here is my resume and application.

(In a few minutes)

Mr. R: Mr. Ivanov, come in, please. I've read your resume and the application. I think, you have a chance at getting this job, so I'm going to send you to see the employer.

DIALOGUES

Your Career Goals

Read the dialogues in pairs:

1.

- Are you pleased with your new job, Mary?
- Yes, very much. It's just my cup of tea. I work as a translator at the Research Institute.
- And what sort of translation are you engaged in?
- Well, I translate articles on chemistry from different American and English magazines.

2.

- My brother has an awful lot of work. He's so booked up these days.
- Why? Isn't he going to take a leave?
- Oh, no: most of his colleagues are on their vacation and the chief keeps him at work day and night.
- Nothing doing. The coming of the holiday-making season is in the air.

3.

- What are your wages, Bill?
- It depends, you know. I'm on piece-work.
- And how much did you earn last month?
- Well, 150 dollars let alone the bonus.

4.

- Why do you want to change your job, Bill? It's interesting and quite well-paid.
- The one I've found suits me better.
- Really? Are you sure?
- Absolutely, it offers more opportunities and also I'll do the work for which I'm more qualified.

5.

- You know, Richard has come to work though he's on a sick leave.
- Oh, did he? I wonder what for!
- He wants his boss to see what a hard worker he is.

Read the following dialog and make up your own one using the constructions given below.

Scheduling a phone interview.

Interviewer: Hello, this is Coral Industries calling. Could I speak to Mr. Gant, please?

Applicant: Hello. Speaking. What would you like to speak about?

Interviewer: Hello, my name is Miles Stanford. I'm conducting career research in your field. We have a position of a programmer open, so I would like to talk with you for about 30 minutes so that I can find out more about your field of expertise.

Applicant: That suits me fine.

Interviewer: Are you ready to speak just right now and answer some of interview questions?

Applicant: Hmm. I'm not sure I have enough time now. How about later?

Interviewer: Well, would Wednesday at 10:00 be OK?

Applicant: Great! That's fine. How shall I prepare?

Interviewer: You should have your ID card, copy of resume and references with you.

Applicant: I see. Thank you for calling.

Interviewer: Goodbye, Mr. Gant, and good luck with the interview.

Applicant: Thank you ever so much. Goodbye.

Select the best response for each of the questions below. Explain your choice. More than 1 answer may be correct. Offer your own answer variants to the same questions.

Will you have any difficulty getting to work?

- Though it's difficult to get a ride this far regularly, I can make arrangements to get to work on time every day.

- I may be late sometimes, but it's OK, isn't it?

- Although I might have some difficulties commuting, I'll work it out.

Why haven't you taken a job yet?

- Actually I've found some attractive positions but, so far, none of them pays what I feel I'm worth.

- You see, to date I haven't come across the position that meets my expectations. Besides it is very important for me that the match must be good for me and the company.

What are your short-term objectives?

- Bills are piling up. In the short run I need to find a job so I can keep up with my obligations.

- I hope to find a position that is good fit and where I can contribute to the company.

- Frankly speaking, I'm not likely to make any plans. I'm ready to accept everything.

Where do you see yourself in 5 years?

- Well, in 5 years I plan to start my own business.

- That quite depends on the company I join. I'd like to take a position with a promotion prospective as I intend to continually contribute and grow with the company.

- I am eager to get married and have at least two kids.

Why did you decide to try our company?

- I'm fond of trying everything new.

- Well, to tell you the truth, I've made a research in my field of work. Your company takes a leading place in this sphere. It gives many opportunities for professional and personal growth. I'd like to become part of your team.

Practical Tasks.

Task 1. What should you do to find a job? Find the logical sequence of the steps you should take.

- get an invitation for an interview,
- make an appointment with an employment agency counselor,
- read the classified ads,
- think what kind of job you want ,
- analyse your skills, personality traits and accomplishments,
- get ready for the interview,
- find out what employment agency you can use,
- find out as much as you can about the company.

Task 2. Send your ad to a chosen newspaper e.g. "Vacancy" (or "Profession").

If you would like to place a classified ad in "Vacancy", "Job market" page simply send this coupon: _____

NAME _____

TELEPHONE _____

METHOD OF PAYMENT _____ *free of charge* _____

TEXT OF AD AS YOU WANT IT TO APPEAR

Examining Your Skills and Abilities.

There are two essential steps in the job-hunting process: research and planning. Research means examining your skills and finding out where you can apply them. Planning means deciding how you will present your skills to a prospective employer. You should go through these steps carefully whether you are looking for your first job or you are interested in changing to a better job.

Task 3. Look at the following examples of skills/responsibilities and personality traits and find the ones that apply to you. Write them down.

Skills/Responsibilities		Personality Traits
acting	making decisions	Use: I am very...
analyzing	meeting people	accurate
assembling	negotiating	adaptable
(putting things together)	(bargaining)	cooperative
	operating machines	creative
building things	organizing	dependable
cooking	persuading people	flexible
dancing	selling	mature
decorating	singing	organized
designing	solving problems	persuasive
driving	speaking	punctual
filing		responsible
growing things		tactful
listening		hard-working (induction)
		tolerable
		serious

Task 4. You come to an employment agency and have to answer their questionnaire.

"PERSONNEL CoRps"
Professional Recruitment & Selection
 Tel. 275-35-02 Fax 275-36-96

Questionnaire

1. Are you seeking

a) full-time employment?

b) part-time employment ?

2. Which of these is most important for you?
 (Please number 1 -5 in order of importance)

money

people

security

job satisfaction

an interesting job

3. Do you like yes no

a) meeting people

b) working alone

c) working with other people

d) being a leader

4. What do you like doing in your free time?

a) reading

b) going to the theatre

c) travelling

d) playing PC games

Task 5. Whether you are currently looking for a job or will be looking sometime in the future, this form will help you organize your personal and professional experience. Read the following form and complete it with your personal, educational, and professional information.

SKILL INVENTORY FORM		
Education:		
High		
School	_____	
Year graduated	_____	
Specialization	_____	
Trade		
School	_____	
Year graduated	_____	
Specialization	_____	
Certificate/diploma acquired	_____	
College	_____	
Year graduated	_____	
Specialization	_____	
Degree acquired	_____	
Other Education	_____	
School	_____	Course _____ Skills _____

Task 6. When examining your skills, ask yourself these questions:

1. What have I accomplished in my work experience?
2. What skills and personal strengths were necessary for those accomplishments?
3. What have I enjoyed doing most?

Task 7. Discuss the following topics.

1. What are people seeking for when taking a job? (Security, appreciation, money, power, prestige or something else)
2. What hiring criteria are important and why? (Education, experience, intelligence, appearance, being a leader/a team player, marital status, modest payment expectations or something else)
3. What do you think advantages and disadvantages of working from home are? (Feeling isolated, less commuting, not being supervised or something else)
4. What can be the reasons for dismissal? (Personal reasons, being passive, being too initiative, being late or something else)

Task 8. In job ads you will see lists of qualifications (i.e. skills, abilities, etc. that fit a person for a position) required of a candidate for different jobs. Some of them are used with the verb “to be”, others with the verb “to have”.

Match the words in A and B with the verb “to be” to form a verb phrase.

Model 1:

- To be able to use your own car.
- To be 25-40 years of age.

A

Not afraid of; fully aware of; experienced in; familiar with; responsible for; strong in; able to; fluent in; highly competent in; willing to; apt to; proficient in.

B

Interpersonal relations; hard work; English/Spanish; travel/ing extensively; defending an effective marketing strategy; all work concentrated on advertisement; develop positive staff attitude to health and safety at work; work connected with contracts; travel on short notice to crisis regions; use your own car; break into international market; do routine work; meeting deadlines; work extra hours; doing volunteer work.

Match the words in A and B with the verb “to have” to form a verb phrase.

Model 2:

- To have the ability to cope under pressure
- To have familiarity with bookkeeping

A

Background in; ability to; experience in; inclination for; talent for/in; attitude for; understanding of; qualifications for; education in; gift for.

B

Learn and apply ideas and concepts; non-profit organizations; cope well under pressure; IT field; establish good relations with banks; a law firm in that field; developing countries; budgeting practices; health and care industry; dealing with tax authorities.

Task 9. Look at the examples of job-ads, write effective resume in response to one of them.

Public Relations Manager – will be responsible for developing, implementing and managing product, market and corporate plan that complements communication programs and helps drive corporate strategy. Built interest and awareness within the investment community and increase company and brand recognition within the market. Aggressively pursue all corporate efforts and activities, both internally and externally, driving messaging through all media. Write and/or provide editorial services for white papers, editorial, presentations, sell sheets. Must have 3-5 years solid experience, excellent verbal, written and phone communication and presentation skills. Able to interact effectively with all levels of management, staff and partners; demonstrate writing abilities. Detail oriented, enthusiastic and able to function well in fast paced environment. To be considered for this position , please call Peter Johnson 123-456-7890.

Database Administrator. Provide full-cycle consulting services from analysis, design, developing to programming from initial to final stages. Design and develop logical and physical databases using Oracle, SQL Forms, UNIX, Windows NT and C languages. Set parameters for databases based on system specifications and user needs. Analyze, review and alter programs to enhance program objectives and increase operating efficiency. Provide system integration w/mail/exchange servers. Coordinate flow between databases. Document all steps from development and coding through installation and operation. Refine aspects of databases before final release. Required: BS in Comp. Applications, Comp. Programming, Comp. Sci., Comp. Eng'ing. 4 yrs of exp in job offered, or 4 yrs of exp as Comp. Programmer Analyst. Experience w/BMPC, LAN, UNIX, Windows NT, Oracle 7.0, SQL Server, SQL Forms, C, C++, Pro*C. Salary negotiable. Business and Worker Development, ER 1997806549312, PO Box 553, Trenton, NJ 086754.

Graphic Designer: Design printed pattern for cloths, art. Studies fashion, consults with customers. Sketch, paint, design by hand and with computer. Studies illustrations, photographs to plan presentation. Determines size and style of type, uses computer to arrange type and create layout based on available space. Knowledge of layout principles and esthetic design concepts. Submits to art director for approval. Prepares written instructions to specify details including final layout for printer. Required Bach.'s Degree in Graphic design, 2+ yrs of exp in job offered or 2 yrs as textile designer designing for printing onto cloth. 35 hours/week, M-F, 9:30-5:30. Basic salary + commission. Send resume in duplicate to # RSCT 488, Box 503, NY 1007-0703.

Task 10. Imagine you were fortunate to receive a letter offering you the position. Study the model below. Identify its parts.

Acme Technical Enterprises

P.O. Box 123 • Any City • Any State • 00000

Phone 555-555-0000

March 1, 200x

John Q. Public

123 Any Street

Any City, 00000

Dear John Q. Public:

JOB OFFER

Acme Technical Enterprises, Inc. is pleased to offer you a job as a Senior Engineer. We trust that your knowledge, skills and experience will be among our most valuable assets.

Should you accept this job offer, per company policy you'll be eligible to receive the following beginning on your hire date.

- **Salary:** Annual gross starting salary of \$63,500, paid in weekly installments by your choice of check or direct deposit
- **Performance Bonuses:** Up to three percent of your annual gross salary, paid quarterly by your choice of check or direct deposit
- **Stock Options:** 500 Acme stock options in your first year, fully vested in four

years at the rate of 125 shares per year

• **Benefits:** Standard, Acme-provided benefits for salaried-exempt employees, including the following

- 401(k) retirement account
- Annual stock options
- Child daycare assistance
- Education assistance
- Health, dental, life and disability insurance
- Profit sharing
- Sick leave
- Vacation and personal days

To decline this job offer:

1. Sign and date this job offer letter where indicated below.
2. Mail **all pages** of this job offer letter back to us in the enclosed business-reply envelope, to arrive by Thursday, March 17, 200x.

If you accept this job offer, your hire date will be on the day that you attend new-hire orientation. Plan to work for the remainder of the business day after new-hire orientation ends. Please read the enclosed new-hire package for complete, new-hire instructions and more information about the benefits that Acme offers.

We at Acme hope that you'll accept this job offer and look forward to welcoming you aboard. Your immediate supervisor will be Jane Doe, Department Manager, Engineering. Feel free to call Jane or me if you have questions or concerns. Call the main number in the letterhead above during normal business hours and ask to speak to either of us.

Sincerely,

[Signature]

John Smith
Hiring Coordinator, Human Resources

Enclosures: 8

Accept Job Offer

By signing and dating this letter below, I, John Q. Public, accept this job offer of Senior Engineer by Acme Technical Enterprises.

Signature: _____ Date: _____

Decline Job Offer

By signing and dating this letter below, I, John Q. Public, decline this job offer of Senior Engineer by Acme Technical Enterprises.

Signature: _____ Date: _____

Using examples given below try to make up our own letters of acceptance and

refusal.

Sample Letter Accepting a Job Offer

Jane Fieldstone
87 Washington Street
Smithfield, CA 08055
(909) 555-5555

Date

Dear Mr. Barnes,

As we discussed on the phone, I am very pleased to accept the position of Marketing Manager with Smithfield Pottery. Thank you for the opportunity. I am eager to make a positive contribution to the company and to work with everyone on the Smithfield team.

As we discussed, my starting salary will be \$35,000 and health and life insurance benefits will be provided after 90 days of employment.

I look forward to starting employment on July 1, 2010. If there is any additional information or paperwork you need prior to then, please let me know.

Again, thank you.

Signature

Jane Fieldstone

Job Rejection Letter

George Gilhooley
87 Delaware Road
Hatfield, CA 08065
(909) 555-5555

Date

Dear Mr. Gilhooley,

Thank you very much for offering me the position of Marketing Manager with Hatfield Industries. It was a difficult decision to make, but, I have accepted a position with another company.

I sincerely appreciate you taking the time to interview me and to share information on the opportunity and your company.

Again, thank you for your consideration.

Signature

Susan Markstone

Task 11. Discuss the following topics giving pro and contra arguments and examples.

1. Do you think the saying “Appearances can be deceiving” makes sense for the employer?

2. Can you agree with the opinion that we live in a man’s world and it’s harder to get a job for a woman than for a man. Do employers favor men over women?

3. Is it a good chance for university graduates to get a worthy position in a well-known company in Russia or abroad?

Topical expressions and expressions for you.

a) for supplying with information

- I would welcome your ideas on how to contact these firms (people).
- I am writing to you hoping to obtain some information.
- Because you are a leader in the ..., your advice and ideas are valuable to me.

b) to make statement about a job

- My job was... .
- I have worked extensively in ...and I am familiar with... .
- For few years I currently work part-time... at

c) to speak about responsibilities on the job

- My responsibilities have been, similar to those asked for in your ad.
- I was responsible for
- While working at /... I was responsible for

d) tell about your work experience

- I am familiar with the basic procedures of
- Other related experience I have had includes... .
- Because of my ... background I am comfortably working with
- I have also had some related job experience in working with... .

e) ask for an interview

- Could I meet with you at your convenience to discuss my qualifications for this position?
- I would appreciate the opportunity to discuss with you several... .
- I look forward to having an interview with you (to talking with you soon).

f) make an appointment

- What time would suit you (best)?
- Can you manage ... (day) at ...(time)?
- Please phone me any weekday after... .

g) to confirm arrangements:

- That would be fine/OK.
- That suits me.
- I don't mind meeting with you on ...(day) at...(time).

h) to decline arrangements:

- I'm sorry but (day/time) doesn't suit me/doesn't work for me (at all).
- I'm afraid I can't make ...(day/time).
- Unfortunately I'm already engaged on ...(day) at...(time). Could we elaborate

another day/time?

To accept this job offer:

1. Sign and date this job offer letter where indicated below.
2. Sign and date the enclosed Confidentiality Agreement¹ where indicated.
3. Sign and date the enclosed At-Will Employment² Confirmation where indicated.
4. Mail **all pages** of the signed and dated documents listed above back to us in the enclosed business-reply envelope, to arrive by Thursday, March 17, 200x. A copy of each document is enclosed for your records.
5. Attend new-hire orientation on Monday, March 21, 200x, beginning at 8:00 AM sharp.

¹Confidentiality Agreement - Соглашение конфиденциальности

² At-Will Employment - наем по желанию (принцип трудовых отношений и одно из оснований либерального трудового законодательства в некоторых странах, напр., США, который означает, что трудовой договор может быть расторгнут работодателем или работником в любое время по любой причине или даже без объяснения причины; обычно не распространяется на трудовые договора, в которых указан точный срок их действия, и на договора, заключенные на базе коллективных переговоров с профсоюзом)

Applying for a Job. Going through an Interview.

An interview

What is an interview?

An interviewing is a mutual exchange of information. It is an opportunity to give an applicant as much information about the job as possible so that they can decide whether or not they want to take it if it is offered.

An interview can be described as a planned discussion with a specific purpose.

How does a selection interview differ from a conversation, a chat about a job?

A business manager needs to gather information that provides evidence about applicant's ability to do the job, and to fit in with the work team.

A company wants people who accept job to be motivated to work for the business. Treating them with respect is important. It is also important that all applicants see the process handled as legal, fair and just.

Reliability of interviews

Interviewing is a very inexact procedure. Different interviewers given exactly the same information will form very different opinions of the same candidate.

Different managers will select different candidates for a job and set out elaborate arguments to justify their decisions. Some interesting conclusions are as follows:

Interviewer's first impressions derive from the application form, and from their first sight of the interviewee. Evidence shows that they rarely change their opinion.

Interviewers make their decision about a candidate in first few minutes of the interview and they spend the rest of the interview gathering evidence to support their early decision.

Most interviewers look for reasons why candidates are not suitable more than they look for evidence that they are suitable.

If an interviewer has made an early decision, this is communicated to the candidate's body language, and the interviewee must respond accordingly.

Despite this, interviewing is still the most common selection technique used by business today.

Applying for a Job. Going through an Interview.

Types of interview

There are two schools of thought about interview behaviour. One school assumes that adults' personalities have formed and stabilized, and that their future behaviour can be predicted from their past behaviour. People will respond honestly and openly if they are in a friendly atmosphere. The interviewers will seek to learn from the interviewee how she/he coped with a variety of situations by discussing past experience and behaviour. This, they believe, will provide some insight into how she or he may behave in the future.

The second school assumes that people will exaggerate their strengths, and minimize their weaknesses, even though this may be done unintentionally. In order to predict future behaviour, therefore, the only evidence is that interviewee shows during the interview. So the interviewers who hold this view will set up a variety of situations, which, they believe, will provoke the candidate to exhibit their true behaviour. This, they assume, is how the candidate will behave in a similar situation in the future.

1. In one-to-one interviews one trained specialist conducts all the interviews and selects the most appropriate applicant. The questions follow the most logical pattern.

2. Successive interviews - where more than one interviewer is used, successive interviews each with a different manager are conducted.

3. In tandem interviews a line manager with a personnel specialist conducts an interview. This is an economical and efficient use of time - only one interview is conducted.

4. Panel interviews are often used in the public sector. Up to 5 people will sit on a panel and the candidate will be interviewed once only, but by the whole panel. It is more like a tribunal sitting in judgment than an interview.

Panel interviews have certain advantages:

- Each interviewer can specialize in asking different questions.
- All the interviewers take part in a joint assessment of the candidate reducing the risk of a personal bias.

However, there can be disadvantages:

- Questioning may be disorganized and repetitive.
- The candidate may look ill at ease.

5. Board interviews are conducted with many more representatives of the employer. Boards of more than 20 employers may conduct selection for senior positions. In addition to the advantages of panel interviews, the board interview is useful to reveal the behaviour of the candidate under stress. Still, this procedure is not very effective. Large numbers of interviewers can make the final assessment of the candidate very difficult. Often some board members are not expert interviewers, and may be more interested in projecting their own image than gathering evidence about the candidates. Coordinated, logical questioning is unlikely, and control of proceedings is very difficult for a chairperson.

Common Job Interview Questions

The interviewer's questions set out to get the candidates talking about their experiences and their lives in general. The answers can reveal whether they can do the job, plus their motivation and adjustment and give some indication of how they cope in a variety of situations -including those they are likely to be under pressure and stress. The questions that are most effective in this regard are «open ended» questions. What..., why..., when..., how..., where..., and who... words help to keep questions open. Phrases such as «How did you do the stock-taking?», «Tell me about...» or «Can you explain...» should give a great deal of useful information.

The interviewees are to reveal their ability, experience, motivation and adjustment, they, not the interviewer, must do most of the talking.

- Being interviewed you get a chance to prove yourself. That is why it is necessary to be well prepared. Preparation increases your chances of being selected.

- **Be confident and positive**

One of the best ways to get confidence before a job interview is to formulate answers to the common questions and practice many times before interview.

- **Why have you applied for this job?**

Think carefully and mention the positive aspects that have attracted you to joining the company. Tell them about your relevant qualifications and experiences you have already possessed for this job. You can also explain that how this position and company suit your needs and expectations. You could say: I am looking for a role that helps utilizing my skills, work experience and knowledge to make a difference."

- **Can you talk through your resume?**

Use this opportunity to give your professional experience in detail. Grab the chance and present the employer list of your achievements, greatest talents and accomplishments. *Remember never say negative about your past companies or bosses.*

- **Where would you like to see yourself five years down the line?**

In this question the interviewer is looking to see how dedicated you are to the job and the company. Even if you really do not know where you would like to be in five years, never say, I don't know. You could say: "I exactly don't know but I hope that the skills and experience gained will help the company reach its goals."

- **What are your strengths?**

This is your chance to show yourself. Best stress on skills and experience that are relevant to the post. Tell them your ability to work under pressure, inquisitiveness to team new things, quick learning ability and good interpersonal skills, hard-working and responsible, quick learning abilities. Give examples to prove you are meticulous, cooperative and result oriented.

- **What is your weakness?**

This is a very popular question. Be confident while answering this question and turn your weakness into your strength. Pick a weakness that is harmless to your job. For example emotional nature, never want to be a loser, highly ambitious, too slow

sometimes, etc.

- **What do you look for in a job?**

You can frame your answer like:

I am looking for opportunities that help me to grow as a professional and enable me to serve the organization to enrich and improve my skills in necessary areas.

- **How would your coworkers describe you?**

This is a chance to use encouraging and praising words to describe you. Use words like a good team leader, excellent communication skills, truthful, decisive and sensible.

- **What are your salary requirements?**

Be careful to answer this question, you should know market value of the job you have applied for. You could also say that you are expecting a salary based on your job responsibilities, work experience, skills and market value. But if you have a specific salary package in your mind, go for it.

- **Why do you want to work for this company?**

Stress the positive aspects of the target company. It is always good to research the company in depth before interview. Talk about company turnover, products, policies, services, etc.

- **What do you know about this company?**

You would be surprised at the number of candidates who turn up for interviews with very less or no information about the company. It is important that you should gather information about the company. Collect all information on company's share, turnover, etc.

- **Can you tell me something about yourself?**

It is the most common question. Be prepared to answer this question in about two minutes. Stress on the relevant facts about your education, career, work experience, skills and personal and professional life. Don't forget to answer briefly and honestly.

- **Do you have any questions for me?**

Don't forget to ask a question because it shows that you are interested in this job. You may ask anything about company and job you are applying for. Prepare this questions beforehand.

- **Why do you want to leave your current job?**

Be very careful to answer this tricky question. Don't mention anything negative about your current company or employer and not to sound angry or rude.

For example instead of saying "I do get more challenges in my current job" respond: "I am keen to get more challenges and chances to prove myself."

Getting Down to Business

Once the pleasant beginnings have finished, it's time to begin the real interview. Here are a number of the most common questions that are asked during the interview. There are two examples of excellent replies given for each question. Following the examples, you will find a comment describing the type of question and important things to remember when answering that type of question.

1. **Interviewer:** What type of position are you looking for?

Candidate: I'm interested in an entry level (beginning) position.

Candidate: I'm looking for a position in which I can utilize my experience.

Candidate: I would like any position for which I qualify.

Comment: You should be willing to take an entry level position in an English speaking company as most of these companies expect non-nationals to begin with such a position. In the United States, most companies provide many opportunities for growth, so don't be afraid to start from the beginning!

2. **Interviewer:** Are you interested in a full-time or part-time position?

Candidate: I am more interested in a full-time position. However, I would also consider a part-time position.

Comment: Make sure to leave open as many possibilities as possible. Say you are willing to take any job, once the job has been offered you can always refuse if the job does not appeal (not interest) to you.

3. **Interviewer:** Can you tell me about your responsibilities at your last job?

Candidate: I advised customers on financial matters. After I consulted the customer, I completed a customer inquiry form and catalogued the information in our database. I then collaborated with colleagues to prepare the best possible package for the client. The clients were then presented with a summarized report on their financial activities that I formulated on a quarterly basis.

Comment: Notice the amount of detail necessary when you are talking about your experience. One of the most common mistakes made by foreigners when discussing their former employment is to speak too generally. The employer wants to know exactly what you did and how you did it; the more detail you can give, the more the interviewer knows that you understand the type of work. Remember to vary your vocabulary when talking about your responsibilities. Also do not begin every sentence with "I". Use the passive voice, or an introductory clause to help you add variety to your presentation.

4. **Interviewer:** When can you begin?

Candidate: Immediately.

Candidate: As soon as you would like me to begin.

Comment: Show your willingness to work!

The above questions represent some of the most basic questions asked on any job interview in English. Probably the most important aspect of interviewing in English is giving detail. As a speaker of English as a second language, you might be shy about saying complicated things. However, this is absolutely necessary as the employer is looking for an employee who knows his or her job. If you provide detail, the interviewer will know that you feel comfortable in that job. Don't worry about making mistakes in English. It is much better to make simple grammar mistakes and provide

detailed information about your experience than to say grammatically perfect sentences without any real content.

How to avoid making mistakes at job interviews.

Applying for a Job and undergoing the subsequent selection process is like participating in a "competition" between professionals, so a lot of preparation work has to be done to become a winner. There are plenty of recommendations and guidelines on how to write a good resume and prepare for an interview. I'd like to emphasize just a few points based on my experience as a recruiter.

For any position, the first stage in the recruitment process is the CV/ resume pre-selection. This takes place in the company or agency. A resume or CV is an effective marketing tool for a candidate if written and formatted well. Thus, it's very important to give concrete and structured information that will catch a recruiter or HR specialist's attention in the first 5 minutes.

The next step is the personal interview. It goes without saying that it is important to arrive on time for your interview and be well-prepared and positive. Please be careful about how you dress; jeans are totally inappropriate for an interview, even if they are the norm for employees of a particular company.

Candidates often don't pay attention to collecting background information about a company's activities before their interview. And a candidate makes a bad start if he or she asks "What would you like to offer me?"

Usually, only key requirements are mentioned in a job advertisement, although a set of selection criteria always exists. The recruiter is eager to fine out not only if a candidate has some useful skills, but whether they have the optimal combination for a particular position. That's why the candidate should be ready to demonstrate that they have the strengths and abilities to do the job and explain why he or she are applying for the position.

First of all you should be ready to explain why you are applying for a particular position in the company. In my opinion, if a candidate's only reason for applying for a job is the salary offered, he or she is not the "right" candidate. It is crucial for a candidate to be able to demonstrate why they see themselves in the position in question and why they have chosen this particular career path.

On several occasions I didn't make an offer to a candidate although their professional skills were good, because they were unable to explain their motivation and had no ideas about future professional growth. It's very important to attend training courses in your area of expertise regularly to improve your skills and acquire new knowledge. It always creates a positive impression when a candidate is able to demonstrate their openness to learning and professional improvement.

The most important thing during the interview is to maintain a dialogue with the interviewer. It's impossible to evaluate a candidate's professional skills if he or she "freezes up" after a difficult question or is unable to fully describe their experience. Another mistake is to talk too much and "around" the question, or to tell your entire life story.

My advice is listen to the questions carefully and give clear and correct answers.

Brief examples of your work experience or achievements can help to describe how you are able to apply your skills and knowledge in a variety of business situations.

Furthermore, it could be useful to know before an interview who your interviewer will be. If you are going to have an interview with the Department Manager or Senior Specialist, you can use "professional" language, but if you are invited for a meeting with the HR Manager or General Director, please be ready to explain your professional sphere by using "common" words.

A unique opportunity to demonstrate your professional level and enthusiasm for a particular position is to ask your own questions in the final part of interview, so don't forget to prepare them. You should at least know what the company expects from a person in a particular position or what additional responsibilities they may be delegated.

When the interview is over you can ask for feedback. It's best to agree when and whom you should call to find out the result if the result is expected in two days, there is no need to call the very next day. Finally, business ethics recommend providing a timely response to the candidate. However, this is optional.

It's important to consider an interview result as an opportunity to compare your professional level against market requirements and find out what areas you need to improve. I wish all Job Opportunity readers success in their career.

(Natalia Tanchuk, Recruitment officer, Motorola)

INTERVIEW DO'S AND DON'TS

Read the following text and pay attention how to avoid a failure.

DO's

- Always prepare yourself for the interview.
- Be enthusiastic about the interview and your future company.
- Know as much about the company as any «outsider» can know.
- Dress appropriately for the interview.
- Be sincere, honest and positive.
- Stress things like your skills, abilities, training and work accomplishments.
- Be on time.
- Try to establish rapport* with the interviewer.

**rapport* - friendly agreement and understanding between people

DON'Ts

- Don't be nervous or jittery*. Visualise your success.
- Don't speak badly of your present or former employer.
- Don't volunteer any negative information about yourself.
- Don't let the interview throw you into a tailspin ('штопор').
- Don't discuss salary until it's brought up.

**jittery* - inf. anxious or nervous

You should be aware that:

- Interviews may be conducted by one or by several people; for some jobs there may be more than one interview.
- The interview is the opportunity for the applicant to project his/her personality and to convince the interviewer(s) of his/her suitability for this job.
- If the name of the interviewer does not appear in any correspondence, this should be obtained from the receptionist or secretary. It gives a much better impression if the applicant is able to say “Good morning, Mr. Sergeev” rather than just “Good morning”.
- Do not shake hands or bow until the interviewer does so.
- Do not sit down until you are asked to do so.

QUESTIONS TO AN EMPLOYER

1. I understand this is a good position. Could you tell me a little more about what I'll be doing on the job?
2. In general what type of person are you looking for?
3. Where will I be working?
4. How many people will I be working with (co-workers, clients, customers, patients, etc.)?
5. Who is this company's major competitor and how do you rate your chances tomorrow?
6. When does someone need to start work?
7. When do you plan to make your decision?
8. What is the hiring process here? Will there be a second interview?
9. Would it be possible to have a tour of the office? Could I meet the people I will be working with?
10. Do you offer training so that employees can upgrade their skills?
11. How will my job performance be evaluated?
12. Do you have a job with good prospects of promotion?
13. What do you consider the ideal experience for this job?
14. What kind of characteristics do you most like to find in people in this position?
15. What is the biggest challenge facing this department right now?
16. How is the department organized?

NOTE!

AT THE CLOSE OF INTERVIEW

Seldom will you be offered the position you want at the end of an interview. An employer will need some time to consider you for the position. The employer may have other applicants scheduled for interviews. You may be the best applicant so far. Still the employer must check other options if the position need not to be filled immediately.

Usually an interviewer will conclude with the employer saying «I'll be contacting you soon to let you know my decision». Whatever date the interviewer gives, respond with: Then if I have not heard from you for 4-5 days is it all right for me to call you? Most interviewers will say «Of course».

Useful vocabulary for a job interview

to look for, to seek (a job), to qualify, be qualified, to apply (to a firm; for a position), to fill out an application, to interview, to be interviewed, to hire/employ, to be employed, to dismiss/fire/sack, to make redundant, to earn/make (money), to be responsible for, to be promoted, to be transferred, to quit, to resign

work, employment, job, position, resume, application, applicant, wanted ad, advertisement, employment agency, personnel, experience, background, education, training, salary, wages, fee, duties, responsibilities, skills, abilities, trade, craft, profession, references, recommendations

full-time, part-time, temporary, available, immediately, hardworking, dependable, responsible, experienced, qualified, skilled

Practical tasks.

Task 1. Check the reason that an interviewer would like better. Why?

The pay was too low.

I wanted to work indoors.

I didn't like the hours.

There were family problems, but they are straightened out.

I was fired for missing work.

They wouldn't give me a raise.

I got hurt at the job.

I spend too much time getting to my office.

I wish more prestigious job.

I want to be a leader.

I wanted to improve my skills.

I needed more hours.

I had a car problem but now I have a new car.

I was ready for more responsibility.

Task 2. Change these sentences to a polite form according to the model:

Model: I was wondering + if/when/ + sentence

Could you tell me how/what

- Is there any overtime?
- When would I start?
- Is there any training?
- Are there any benefits?
- How often do you give raises?
- Is there a probation period?
- Is there medical insurance?

- Shall I have a sick-leave if necessary?
- What is my future salary?
- When does the work day begin and end?

Task 3. Interview chart.

What should you do in a job interview? Check the answers you think are right.

Always Sometimes Never

1. Smile all the time.
2. Ask the permission to smoke.
3. Chew gum if you are nervous.
4. Wear a suit and tie (men) or a dress (women).
5. Keep quiet if you don't understand a question.
6. Feel nervous.
7. Ask a lot about money.
8. Come on time.
9. Refuse to answer a question you don't like.
10. Come the last moment.
11. Ask about future holidays.
12. Think about questions before the interview.
13. Ask questions.
14. Dress neatly.
15. Speak softly.

Task 4. Study the list of Sample questions, choose five most interesting and five least important ones.

1. Why is this position open?
2. How often has it been filled in the past five to ten years?
3. What have been the primary reasons for people leaving?
4. Why did the person who held this position most recently leave?
5. What are some of the objectives that you would like accomplished in this job?
6. What is most pressing? What would you like to have done within the next two or three months?
7. What freedom would I have in determining my work objectives, deadlines and methods of measurement?
8. What are some of the most difficult problems facing someone in this position? How do you think these could best be handled?
9. In what ways has this organization been most successful in terms of products and services over the years?
10. What significant changes do you foresee in the near future?
11. Where do you see the company (or function) going in the next few years?
12. How do you know about winning support from top management for your new projects?
13. What are the most important traits you look for in a subordinate?
14. How do you like your people to communicate with you? Orally, in writing, informally, in meeting, only when necessary?

DISCUSSION

Consider each of these ways of conducting an interview. If you were an interviewee, which one would you prefer and why? How might you prepare yourself for an interview if your aim was to give a good account of the qualities you would bring to the company?

Task 5. Agree or disagree (a, d). Give your reasons:

- Poorly planned and structured interviews can give the organisation a bad image and may result in the selection of an unsuitable candidate. ()
- Never interrupt the interviewer. ()
- Nobody controls the interview - neither you nor the interviewer, you can't control what an employer thinks of you. ()
- An interviewee should not disagree with the interviewer, be a «yes» man /woman.()
- The aim of interviewing is to obtain a job offer. ()
- Board interviews are usually conducted for high-powered or executive jobs. ()
- In an interview lasting for around 30 minutes the candidate is expected to talk for around 20. ()
- The interviewee shouldn't relax during the interview. ()
- A candidate tidy and conservatively dressed makes a favourable impression at an interview. ()

Task 6. Read the following sentences and say what mistakes the person made during the interview.

1. I wish I had known more about the company.
2. I wish I hadn't been nervous.
3. I wish I had shaken hands with my interviewer.
4. I wish I hadn't forgotten what I wanted to say.
5. I wish I had answered the interviewer's questions properly.
6. I wish my letter of application hadn't been badly typed.
7. I wish I hadn't split the cup of coffee I was given.

Task 7. Here are examples of parts of two possible interviews with Miss Ott. Practice them in pairs and discuss which is better and why.

a)

Mr. Anderson

Good afternoon, Miss Ott.

Miss Ott

Good afternoon, Mr Anderson.

Mr. Anderson

Do sit down.

Miss Ott

Thank you for postponing this interview.

Mr. Anderson

I'm glad we were able to do so. Did you have a good journey?

Miss Ott

Yes, thank you.

b)

Mr. Anderson
(silence)

Good afternoon.

Miss Ott

Sit down. I see you have no further qualifications since you started working for your father. Did you attend any classes?

No. The office hours are very long and as my father was in hospital for some months I often worked very late.

Discussing the advantages and disadvantages of the dialogues above you may need the following phrases: to establish atmosphere; to take the initiative; to be obviously nervous; not to use an opportunity; a small talk.

Here are some more examples of interviews. Discuss their strengths and weaknesses.

a) Employer

I see you give reading as one of your interests. What kinds of books do you read?

Applicant

Oh, anything.

Employer

Do you prefer fact or fiction?

Applicant

I don't mind which.

b) Employer

I see you give reading as one of your interests. What kinds of books do you read?

Applicant

I like autobiographies, history and some historical novels, and sometimes a mystery or a murder for a change.

Employer

Are these in your mother tongue or are they in English?

Applicant

Both, but I must confess they are usually in my own language.

Career Blockers and Job Success

CAREER

Sandeep, a credit analyst for a bank, got such glowing performance reports that he was sure the next promotion would be his - but instead it went to a less qualified co-worker. "When I asked ' ; my boss why" he recalls, "he just pointed at my shoes'and said, 'this is a bank Sandeep, we do not want Corporate clients wondering why a credit supervisor is dressed like a sports teacher!'" Sandeep got his well deserved promotion eventually - after he started coming to work in more ...business-like clothes.

Is something standing in your path to advancement? Obviously if you constantly come in late or are absent dozens of days in a year, you are not going to move up and may even have trouble keeping your job. Let us look at the most common stumbling blocks, ways to manoeuvre around them and ways to make ourselves more visible.

Some Career Advice

DOING MORE THAN EXPECTED

Be at your desk when the boss arrives in the morning. Stay there instead of visiting around, and skip your tea break occasionally. Take «regulation» lunch hours. Once a week or so, eat a sandwich at your desk.

Besides looking busy, you should actually be busy. Sometimes this can be a problem. If you are a race-horse type who plunges in and dispatches chores quickly and efficiently, you probably gallop through your work-load faster than your turtle-like co-workers. Then too, some jobs are cyclical - instead of a steady flow of tasks, there is a burst of activity followed by a lull. In any case, having company time on your hands is certainly not a signal to start doing a crossword puzzle or reading the latest best-seller. Create work for yourself, ask your supervisor for additional assignments and projects. Or, if possible, within the framework of your job, volunteer to help someone else who seems snowed under.

On the other hand, if everything senior department members do not want to do gets dumped on your desk, you may have to put in overtime or take work home. Do it cheerfully and do not expect (or ask) to be paid for your extra effort.

INITIATIVE

One of the best ways to improve your chances for promotion is to seek extra work and more responsibility. Say: "I will do this," or "you can count on me," but do not take extra work unless it demonstrates that you are good at the job. The right kind of initiative can sometimes get you a better job even when the position does not yet exist. Understand where the business is going, and if you foresee an expanding area, say "I think we should put more emphasis on such and such, and I would like to be the one to do it." This is better than asking for a promotion.

SELF-CONFIDENCE

Often people have the skills for a better job but cannot convince others because they do not really believe in themselves. Or, they may be reluctant to appear too forward. It may seem unbelievable, but it is a fact that many people fear they will lose friends, that people on their current level will not like them if they get promoted. Employers looking to promote someone want to see self-assurance and confidence. One must learn to radiate an inner belief in oneself.

ORAL SKILLS

Clumsy communication, not being able to express oneself is a major handicap. Your boss may feel that your poor speech does not meet his standards. Good oral skills are especially crucial if the job you want is supervisory. Leading, directing and motivating people requires a command of the language beyond the level that is good enough for most lower-level jobs. Being able to draft reports and letters is also vital.

BEING POSITIVE

Every company has policies its employees think are dumb. Do not join in bad-mouthing these. Maybe it is common office knowledge that Junior, the Vice President's son is a bumbling ninny. As far as you are concerned, though, whenever Junior's name comes up it is wiser not to make any comment rather than a negative one. Though a Junior may be a bit dense, there is nothing wrong with his hearing and it may surprise you at how much he knows of what is said behind his back.

When you speak to an audience, your positive attitude should be unmistakable. Present your own ideas in a way that builds on, rather than tears down, earlier proposals, for example, "what we have heard so far is so good, but may be we should consider..This neat little segue will allow you to take the flow without appearing to pass negative judgment on anybody.

Sounding even mildly critical is to be avoided at all costs. When promotion time comes around you want to be remembered as someone who always has something positive and useful to say.

GETTING ALONG WITH PEOPLE

The hostile abrasive person or the one who loses his/her temper easily will have difficulty moving up, no matter how good his/her skills are. Fitting in well with your colleagues requires more than just being pleasant, you have to adapt yourself to their habits and procedures.

Beena remained a researcher at a television network for four years, while others who had started with her won promotions. She recalls: "the executive producer told me I had been held back, because I did not seem willing to work within the system. I was so intent on being unconventional, that the writers and producers felt I was interfering more than helping." Beena moved to Assistant Producer after she learned to develop a more accommodating attitude.

Some people are more comfortable with machines, numbers and computers than with people. They get very confused if they have to deal with the ambivalence and emotions of their coworkers. These people should seek technical jobs, where they should do very well.

Topical terms and expressions.

You have excellent references from your previous job.

What do you find a fair salary?

I impose supportive environment here.

superior, supervisor

subordinate

senior

junior

officer

connections

to earn

to discharge

compensation

charge

salary

wages

fee, honorarium

fringe benefits

bonus

red tape (разг.)

deadline

legal contract

У Вас прекрасные отзывы с предыдущей работы.

Какую зарплату Вы считаете достойной Вас?

Я надеюсь найти здесь хорошую рабочую обстановку.

начальник

подчиненный

старший (по должности)

младший (по должности)

должностное лицо

связи; люди, обладающие силой, чтобы помочь зарабатывать (деньги)

уволить, выгнать с работы

общее название проделанной работы

общее название оплаты любых услуг

зарплата служащих

зарплата рабочих

гонорар творческих работников

различного рода льготы на работе

премия

канцелярская (бумажная) работа

конечный срок подачи чего-то

трудовое соглашение

position — должность

opening — вакансии. Синоним: *vacancy*

position

application — 1) заявление, заявка, обращение, просьба, *written application* — письменное заявление; *application for the position* — заявление о зачислении на должность; *application to smb* — заявление на чье-то имя; *applicant* — претендент, заявитель; 2) применение; *to apply* — 1) заявлять, обращаться 2) применять

experimental — испытательный срок. Синоним: *term of probation*

period

length — 1) длина, 2) продолжительность. Синоним: *duration*

environment

окружающая обстановка, окружение, среда; *one's home environment* - семейная обстановка

job	— работа (<i>как место работы, конкретное задание и результат работы</i>). Синонимы: <i>piece of work, task</i> . Основное различие между <i>job</i> и <i>work</i> заключается в том, что <i>work</i> — неисчисляемое существительное, а <i>job</i> — исчисляемое. Поэтому объем работы лучше описывается существительным <i>work</i> , например: <i>I have a lot of work as a secretary</i> — У меня много секретарской работы. Кроме того, <i>work</i> может выступать в роли глагола
promising	— перспективный, многообещающий, подающий надежды. Синоним <i>prospective</i>
effort	— усилие, напряжение, попытка; <i>to make efforts</i> — приложить усилия; <i>to make an effort</i> — сделать попытку; <i>constant efforts to attain one's goal</i> — постоянная борьба за достижение цели
creative	— творческий, созидательный. Производные: <i>to create</i> — созидать, творить, <i>creation</i> — создание (процесс); <i>creator</i> — создатель;
competitive	— здесь: конкурентоспособный. Другие значения этого слова. — соперничающий, соревнующиеся, конкурирующий, конкурсный; <i>competitive examination</i> — конкурсный экзамен
responsibility	— 1) ответственность: <i>to assume (to accept, to take) a responsibility</i> — взять на себя ответственность; <i>to decline all responsibility for smth</i> — снять с себя всякую ответственность за что-то; <i>the responsibility rests with the author</i> — ответственность несет автор; 2) обязанность; 3) платежеспособность (<i>амер.</i>)
obligation	— обязательство; <i>contractual (treaty) obligations</i> — договорные обязательства; <i>under (an) obligation to smb</i> — обязанный кому-то; 2) обязанность. Синоним: <i>duty</i> .
skillful	— умелый, искусный, опытный. Синоним: <i>experienced</i>
negotiation(s)	— переговоры, обсуждение условий; <i>to conduct (to carry out, to held) negotiations</i> — вести переговоры. Синоним: <i>talks</i>
entrepreneur	— предприниматель, владелец предприятия, просто предприимчивый человек. В некотором смысле синонимом может служить <i>businessman</i>
fair	— 1) честный, справедливый, законный; <i>fair employment practices</i> — прием на работу без дискриминации (<i>амер.</i>); 2) ярмарка;
strength	— 1) сила. 2) достоинство. Синоним: <i>accomplishment advantage</i>
reliability	— надежность; <i>to rely on (upon) smb</i> — полагаться на кого-то, надеяться, доверять
tension	— напряжение (здесь в переносном смысле). Синоним: <i>pressure</i> . <i>I work under pressure</i> . — Я работаю под давлением (напряженно).
reference	— 1) ссылка, 2) рекомендация, отзыв. <i>To have good references</i> — иметь хорошие отзывы; <i>who are your references?</i> — кто может за Вас поручиться (рекомендовать)? Синонимы рекомендательного письма: <i>Letter of Recommendation, Testimonial</i> .

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В 2009 году Университет стал победителем многоэтапного конкурса, в результате которого определены 12 ведущих университетов России, которым присвоена категория «Национальный исследовательский университет». Министерством образования и науки Российской Федерации была утверждена Программа развития государственного образовательного учреждения высшего профессионального образования «Санкт-Петербургский государственный университет информационных технологий, механики и оптики» на 2009–2018 годы.

The Department of Foreign Languages

The department of foreign languages was established on 20 September 1931. At that time the first new structural subdivision was singled out and the first head of the department, the associate –professor Falk K.I. (1931-1941) was assigned.

13 teachers worked at the department, namely, 7 teachers of English and 6 teachers of German.

The department of foreign languages was headed by:

1941-1951 senior teacher Mitskevich Z.P.

1953-1973 senior teacher Lisikhina B.L.

1973-1993 senior teacher Dygina M.S.

Professor Markushevskaya L.P. has headed the department since 1993.

At present the department consists of four sections: English, French, Russian and German, 30 teachers working in the staff.

More than 75 manuals were published at the department. The electronic versions of English Grammar, Computer in Use, Studying Optics have been produced. It helps students to improve their knowledge working on computers.

Much attention is given to working out different tests for distance education and special courses.

Лариса Петровна Маркушевская
Надежда Владимировна Ермошина
Екатерина Андреевна Федорова

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