Interview for a Job

eslvideo.com Quiz by: msilva

1. What is the name of the personnel director?

- ○ a.) Mrs. Stevens
- ○ b.) Jane Phillips
- ○ c.) Mrs. Johnson

2. How many years of office experience does Mrs. Stevens have?

- ○ a.) Five years
- ○ b.) Ten years
- ○ c.) Over ten years

3. What is one of Mrs. Stevens' skills?

- ○ a.) She can type over 100 words per minute
- ○ b.) She speaks three languages
- ○ c.) She can cook very well

4. How many office clerks will Mrs. Stevens supervise?

- ○ a.) One
- ○ b.) Two
- ○ c.) Three

5. What are the office hours?

- ○ a.) 9:00 to 5:00
- ○ b.) 8:30 to 4:30
- ○ c.) 8:00 to 4:00

6. What is the lunch break duration?

- ○ a.) 30 minutes
- ○ b.) 1 hour
- ○ c.) 2 hours

7. What does Mrs. Stevens expect for her salary?

- ○ a.) A high salary
- ○ b.) The going rate for the position
- ○ c.) A low salary

8. What benefits does the company offer?

- ○ a.) Free lunches
- ○ b.) Full medical and dental coverage
- ○ c.) Gym membership

9. When is the position available?

- ○ a.) Next week
- ○ b.) At the beginning of next month
- ○ c.) In two months

10. When will Mrs. Stevens be contacted?

- ○ a.) This week
- ○ b.) Next week
- ○ c.) In two weeks

Transcript

Hello, Mrs. Stevens. My name is Jane Phillips.
I'm the personnel director. I'm pleased to meet you. Please have a seat.
Thank you. According to your resume, you have several years of office experience.
Yes. I've had over ten years' experience. Tell me about your qualifications.
I can type over 100 words per minute.
I'm proficient in many computer programs.
I have excellent interpersonal skills, I am well organized, and I'm a very fast learner.
I see that you have excellent references.
Do you have any questions about the position?
Yes. What are the responsibilities in this position?
We're looking for someone to supervise two office clerks, handle all the correspondence,
arrange meetings, and manage the front office.
Have you had any supervisory experience?
Yes. I supervised three administrators in my last position.
What are the office hours, Mrs. Phillips?
8:30 to 4:30, with an hour off for lunch.
What are your salary expectations, Mrs. Stevens?
I expect to be paid the going rate for this type of position.
Can you tell me about the benefits you offer?
Yes. We provide full medical and dental coverage,
a pension plan, and a three-week holiday per year.
That's very generous.
When is the position available?
We're hoping the successful applicant can start at the beginning of next month.
We'll finish our interviews tomorrow and make a decision by the weekend.
We'll contact you next week.
Thank you very much.
It's been a pleasure meeting you.
I hope to hear from you soon.
Thanks for coming in to see us, Mrs. Stevens.