

การสัมภาษณ์งาน

Lesson

8

Job Interview



Warm Up



1. Do you think you are generally good at a job interview? Why? Why not?
2. What do you do in order to relax during a job interview?

Vocabulary Practice



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punctual

prospective employer

requirement

skill

strength

sociable

interviewer

interviewee

chance

courtesy

appearance

personality

accomplish

complete

recomme

screen



Activity 1

Instruction : Write the words to complete the sentences below by using the words given above.

1. _____ is the person who asks the questions in an interview.
2. I'd like to talk a bit about some of the _____ which I would bring to this job.
3. I really appreciate the _____ to have an interview with you today. Thank you so much.
4. He seemed much older than his nineteen-year-old _____.
5. I attended the party just to be _____.



Activity 1

6. A working man should be paid in proportion to his _____, not his age.
7. Bill had always been a quiet, home-loving man, but after a few months in the job, his _____ changed.
8. I've _____ a lot in my current position.
9. I _____ the highest level of the training.
10. I _____ applicants during job interviews.

Grammar Tips

ในการสัมภาษณ์งาน ผู้ถูกสัมภาษณ์ต้องเตรียมตัวเกี่ยวกับเสื้อผ้า การแต่งกาย แต่งหน้า แต่งทรงผมให้เรียบร้อย การจัดเตรียมเอกสารต่าง ๆ ทบทวนและเรียบเรียงเนื้องานต่าง ๆ ที่เคยทำมาในอดีต ศึกษาความเป็นมาเกี่ยวกับงานของบริษัทใหม่ และสิ่งสำคัญที่สุดควรเตรียมเรื่องการแนะนำตัวเองภาษาอังกฤษและการตอบคำถามของผู้สัมภาษณ์

1. การแนะนำตัวเองเป็นภาษาอังกฤษ

การพูดแนะนำตัวเองเป็นภาษาอังกฤษ ผู้สัมภาษณ์จะดูว่าผู้ถูกสัมภาษณ์มีความรู้ด้านภาษาอังกฤษในระดับใด โดยพิจารณาจากสำเนียง ประโยคที่ใช้แนะนำตัวเองเป็นภาษาอังกฤษ ความคล่องแคล่วในการพูด การแนะนำตัวเองเป็นภาษาอังกฤษนั้นควรแนะนำแบบเป็นทางการ (Formal)

Grammar Tips

- เริ่มต้นด้วยการทักทาย เช่น Good Morning/Afternoon
- ขออนุญาตแนะนำตัวเอง ตัวอย่างเช่น let me introduce myself
- บอกชื่อ อายุ การศึกษา ประวัติการทำงานย่อ ๆ เหตุผลที่สนใจในงานที่มาสัมภาษณ์
ความคาดหวังในงานใหม่ บริษัทใหม่
- จบการแนะนำด้วยคำขอบคุณ เช่น Thank you เป็นการแสดงว่าจะจบการแนะนำ
ตัวเอง



Grammar Tips

ตัวอย่างเช่น

Good morning. Allow me to introduce myself. My name is Nancy. I am 25 years old. I graduated from **Rajamangala University of Technology Thanyaburi**, major in **Accounting**. After that, I worked as an accountant at Tops Supermarket for **2** years.

I was told from my friend that here at Tops Supermarket has open opportunity for the position **accountant**. I believe it is a good chance for me to grow up in my career and it is such a great opportunity to work at the well-established **supermarket**.

Grammar Tips

2. คำถามในการสัมภาษณ์งาน ตัวอย่างคำถามในการสัมภาษณ์

2.1 General Question & Candidate Biography คำถามพื้นฐานทั่วไป/
คำถามที่เกี่ยวกับผู้สมัคร เช่น

- Please tell me about yourself./Please introduce yourself.
- How about your educational Background?
- Tell me about an accomplishment you are most proud of.
- What are your hobbies?
- Are you a leader or a follower?
- Tell me about a time you made a mistake.
- What are your career goals?
- What is your greatest strength?
- What is your greatest weakness?



Grammar Tips

2.2 Working Experience & the Specific Job คำถามเกี่ยวกับ ประสบการณ์การทำงานและตำแหน่งงานที่สมัคร

- What are you doing in your current job?
- Why should we hire you?
- Tell me about your job experience.
- Do you think you're qualified for this position?
- Please tell me about your working experience.
- What skills do you think are needed for this position?
- What are your salary expectations?
- Why are you looking for a new job?

Grammar Tips

2.3 Problem Solving & Management Skills คำถามเกี่ยวกับทักษะในการแก้ปัญหาและบริหารจัดการ

- What is the most challenging part of your job?
- How do you handle pressure?
- Please describe a difficult work situation and how you overcome it.
- How do you deal with the working deadline?
- How would you deal with an angry or irate customer?
- Would you work holidays/weekends?
- Are you willing to relocate?
- Are you willing to travel?



Grammar Tips

2.4 Attitude and Vision คำถามเกี่ยวกับทัศนคติและวิสัยทัศน์

- What do you think about teamwork?
- What is your dream job?
- What are your career goals?
- What does success mean to you?

2.5 Resourcefulness & General Knowledge คำถามเกี่ยวกับไหวพริบ ปฏิภาณและความรอบรู้

- What is your favorite tripl?
- How about your vacation plan in this year?
- What is your most interesting news in this week?
- What is the latest movie that you see?

Grammar Tips

2.6 คำถามเกี่ยวกับบริษัทที่กำลังสมัครงาน

- How did you hear about this position?
- Why are you interested in working for [company name]?
- What is the name of our CEO?
- What do you like the most and least about working in this industry?

2.7 คำถามตอนใกล้จบการสัมภาษณ์

- What's your availability?
- What are your salary requirements?
- What questions haven't I asked you?
- What questions do you have for me?

Grammar Tips

3. โครงสร้างประโยคที่ควรรู้ก่อนสัมภาษณ์งานภาษาอังกฤษ

3.1 บอกจุดแข็งของตัวเอง ในการสัมภาษณ์งานคำถามที่มักพบบ่อยคือให้บอกข้อดีหรือจุดแข็งของตัวเอง ใช้โครงสร้างประโยคพื้นฐานง่าย ๆ ดังนี้

I am + คุณลักษณะ + and + คุณลักษณะ

ตัวอย่าง : I am diligent and independent.

3.2 บอกจุดอ่อนของตัวเอง ใช้โครงสร้างประโยค

I might be a little bit + คุณสมบัติ

ตัวอย่าง : I might be a little bit serious.

Grammar Tips

3.3 บอกทักษะพิเศษ ความสามารถเฉพาะตัวด้านต่าง ๆ ที่อยากบอก
คณะกรรมการสัมภาษณ์งาน ใช้โครงสร้างประโยค

I have strong + ทักษะ + skills.

ตัวอย่าง : I have strong interpersonal skills.

3.4 มีความรู้ในเรื่องที่จำเป็นต่อตำแหน่งงานนั้น

I have knowledge in + ความรู้เรื่อง.

ตัวอย่าง : I have knowledge in Microsoft Excel.





Activity 2

Instruction : Tick (✓) all the answers you should do and tick (x) all the answers you should not do in an interview.

- _____ 1. Arrive in the interview a few minutes early.
- _____ 2. Greet the receptionist and the interviewer courteously.
- _____ 3. Give inaccurate information.
- _____ 4. Smile.
- _____ 5. Take friends or family to an interview.
- _____ 6. Wear jeans, wrinkled clothing, or outrageous jewelry to an interview.
- _____ 7. Go to the interview alone.



Activity 2

- _____ 8. Present yourself with confidence.
- _____ 9. Ask some questions to interviewers.
- _____ 10. Overdo perfume or aftershave.



Activity 3

Instruction : Translate the things you should do or should not do in a job interview in Thai language.

Things you should do or should not do in a job interview	Thai Language
– Thank the interviewer for taking the time to meet with you.	
– Dress appropriately.	
– Keep a positive and friendly	



Activity 3

Things you should do or should not do in a job interview	Thai Language
– Speak slowly and carefully to make sure your words are being understood.	
– Bring a copy of your resume to every interview.	
– Be polite at all times.	
– Leave your mobile phone on.	



Activity 3

Things you should do or should not do in a job interview	Thai Language
– Demonstrate that you can do the things listed on the job description.	
– Point out that you're a great fit for the job.	
– Talk too soon about money.	
– Forget copies of your resume.	



Activity 3

Things you should do or should not do in a job interview	Thai Language
- Trash a previous employer.	
- Lack enthusiasm.	
- Talk too much.	



Activity 4

Instruction : Work in pair, practice a conversation below. Then, create the new conversation by changing the things you should do in a job interview.

A: I will have a job interview tomorrow. Do you have any suggestion about what things I should do?

B: You should sit when you are asked to sit, not before.

A: Yes, you're right. I will do that.

B: And you should be on time to the interview.

A: Anything else?

B: You should keep all of your mobile and other electronic devices turned completely off.

A: I agree with you. Thank you very much.



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Activity 5

Instruction : Match the job interview questions (1-6) with their answers (a-f)

_____ 1. How many jobs have you had since leaving university?

a. I enjoy going to a marathon running program

_____ 2. What is your greatest strength?

b. I love reading, writing and traveling.

_____ 3. Tell me about yourself

c. I want to get a good job that can give me security and permanent income.



Activity 5

_____ 4. What are your future plans?

d. I've worked for four companies.

_____ 5. What salary are you expecting from

e. I am a skilled salesman with over ten years of experience this position?

_____ 6. What are your hobbies?

f. I am expecting for the salary of 20,000 Baht.



Activity 6

Instruction : Work in pair: practice interview conversation with your friend.

Interviewer: Good morning, please have a seat.

Interviewee: Thank you.

Interviewer: Did you have any trouble finding the office?

Interviewee: I had no trouble at all getting here.

Interviewer: Please tell me about yourself.

Interviewee: My name is Wannee Teeradon. I graduated from Minburi Technical College in 2018. I have a Diploma Program in Accountancy.



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Activity 6

Interviewer: How about your work experience?

Interviewee: After I left Minburi Technical College, I worked for a year at the Home Product Center Company Ltd.

Interviewer: What position would you like to apply for and why?

Interviewee: I would like to apply for the position of accountant because I hold the degree in this field. I am interested to apply for this position because I am confident that my experience in accountancy will prove to be a suitable match for your needs.

Interviewer: What do you know about our company?

Interviewee: HomePro is the leading home improvement retail in Thailand.



Activity 6

Interviewee: I like collecting coins.

Interviewer: Today, I really appreciate the chance to have an interview with you. Thank you.

Interviewee: Thank you so much.



Activity 7

Instruction : You have an interview for a teaching assistant position. Then, create answers for the interview questions.

GLOBAL GATEWAY
— SOLUTIONS —

We are hiring
Teaching Assistants





Activity 7

COMPANY PROFILE

Global Gateway solutions is a Leading Overseas Education Consultancy Company in Kandy. A well reputed Organization with dedicated and result oriented staff that plays greater value and individual desire and needs. Thereby we are seeking for a new talented staff.

REQUIRMENTS

- Required girls who are fluent in English with pleasing personality.
- Experience is not required.
- Free training will be provided.
- Age should be 17-22.
- An attractive remuneration package is ready for the right candidates.

Salary
LKR 40,000+

If you meet the above requirements and willing to be a part of a winning team, please email your cv to info@globalgatewaysolutions.lk

info@globalgatewaysolutions.lk
www.globalgatewaysolution.lk

081 511 8 511
071 742 5 755

No 287 /1/1 Katugasthota Road,
Kandy.



Activity 7

1. **Interviewer:** How did you know about the job here?

You: _____

2. **Interviewer:** Please tell me about yourself.

You: My name is _____. I'm _____ years old. I graduated from _____. I'd like to apply for a _____ position because _____.

3. **Interviewer:** What languages can you speak?

You: _____



Activity 7

5. **Interviewer:** What do you know about our company?

You: _____

6. **Interviewer:** Why should we hire you?

You: _____

7. **Interviewer:** What do you think about the salary for working here?

You: _____



Activity 8

Instruction : Answer the interview questions by using your own information?

1. Tell me about your educational background.

____ 2. What are your strengths?

____ 3. What are your hobbies?

4. Why do you want to leave your current company?



Activity 8

5. How did you hear about this position?

6. Would you work holidays/weekends?

7. When can you start work?

8. Why are you interested in working for this company?

The background is a collage of business-related images. At the top, a group of four people (three women and one man) are smiling. Below them, on the right, two men are shaking hands. On the left, a man in a white shirt is looking at a tablet. In the center, a man in a suit is gesturing with his hand while talking. The text "Thank you for watching." is overlaid in the center in a red, sans-serif font.

Thank you
for watching.