Conversation about a job

Interviewer: So why did you decide to apply

for this job ?

Candidate: Well, I’ve always wanted to work

in this sector and I feel I have the right profile

and experience for the post.

I.: Tell me a bit about your experience.

C.: Well, my background is in administration.

In my previous job I was responsible for the

day-to-day running of a small but busy office.

I’m keen to work in a larger organization which

will allow me to develop my existing skills and

take on new responsibilities.

I.: This job involves working under pressure

and to tight deadlines. How would you cope

with that ?

C.: Well, I enjoy a challenge and work better

under pressure. But I believe in proper planning

and time management to get the job done

efficiently.

I.: What has been your biggest problem in your

work to date ?

C.: Well, when I took up the post of office

manager everyone was spending too much time

in meetings which seemed to go on for ever. I

rescheduled our meetings to just before lunch

and they started to go much quicker. Productivity

went right up and earned me a pay rise. So my

biggest problem turned out to be my greatest

achievement …