

## Job interview conversation

**Mike:** Good Morning, John. I am Mike.

**John:** Good Morning.

**Mike:** How are you doing?

**John:** I am doing fine. Thank you.

**Mike:** How was the traffic coming over here?

**John:** I am so glad that the traffic was light this morning. No traffic jam and no accidents.

**Mike:** That is good. John, let's start the interview. Are you ready?

**John:** Yes, I am.

**Mike:** First of all, let me properly introduce myself. I am the Finance Department Manager. As you know there is an open position in my department, and I need to fill this position as soon as possible.

**John:** Please, tell me a little bit about the position.

**Mike:** It is an entry-level position. The new employee will have to work closely with the Accounting department. He will also have to deal with the bank on a daily basis.

**John:** What type of qualifications do you require?

**Mike:** I require a four-year college degree in Finance. Some working experience would be helpful.

**John:** What kind of experience are you looking for?

**Mike:** Doing office work is good. However, since this is an entry-level position, I do not require a lot of experience. I am willing to train the new person.

**John:** That is great!

**Mike:** John, tell me a little bit about yourself.

**John:** I was a student at West Coast University, and I just graduated with a Bachelor degree in Finance. I have been working part-time as a payroll clerk for the last two years.

**Mike:** What are you looking for in a job?

**John:** The job should help me see what Finance is all about. I have learned a lot of Finance theories at school, and now it is time for me to put them into practice.

**Mike:** Anything else?

**John:** I also hope that it will help me grow in my field.

**Mike:** What are your strengths? Why should I hire you?

**John:** I am a hard-working person and a fast learner. I am very eager to learn, and I get along fine with people.

**Mike:** OK. Now, let me ask you a few quick questions. You do not mind working long hours, do you?

**John:** No, I do not.

**Mike:** Can you handle pressure?

**John:** Yes, I can. When I was going to school, I took quite a few courses each semester while working at least twenty hours every week. And, I handled that situation very well.

**Mike:** Do you still have any questions for me?

**John:** No, I think I have a pretty good understanding of the job. I believe that I can handle it with ease, and I hope to have the opportunity to work for you.

**Mike:** John, nice meeting you. Thank you for coming.

**John:** Nice meeting you too. Thank you for seeing me.