

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?*