

JOB INTERVIEW – SCRIPT

Applicant enters the room, is welcomed by the HR manager and is shown her seat.

HR manager: Please, take a seat.

Applicant sits down, takes out a pen, a small notebook and her folder of application and places them on the desk.

Applicant: I have brought along my folder of application.

Applicant hands it over to the HR manager.

HR manager: Would you like something to drink?

Applicant: Yes, a glass of water would be wonderful.

HR manager goes and gets a glass of water.

HR manager: My name is Rachel Bucher and I am the Human Resources Manager. What was your way here like? Did you have any difficulties in finding our company?

Applicant: Thank you, there were no problems at all, as I have already known your company before. But still I had a look at the correct address and the map to know how to get here.

HR manager: Having read your folder of application I know that you attended a vocational school for Business Studies from which you graduated last year. Then you worked in an advertising agency in Vienna for one year. Could you please tell me something about yourself and why you applied for a job in our company?

Applicant: Last year I graduated from the vocational school for Business Studies with a GPA of 1.8 and I wanted to start working immediately. That is why I accepted the job offer of XYZ Advertising Agency in Vienna. I think for young people it is very important to get to know new things and gain experience in different fields, something that was possible for me in Vienna. But I want to continue living in this area and as I am not really fond of living in a big city I found your job advertisement and applied for the job.

- Applicant: Additionally, something about my private life. I am currently living in Zwettl, in my parents' house, together with my boyfriend, I have one brother and one sister, I am 20 years old and in my spare time I like reading and travelling.
- HR manager: Which event in your life do you consider to have been your biggest success?
- What, in your opinion, are your weaknesses?
- What do you think about studying in your spare time?
- What do you expect from our company and your job?
- Do you give up easily or do you pursue your aims until you finally reach them?
- Do you like to be and work together with other people or would you rather describe yourself as a loner?
- In your opinion, where will you be in five years time?
- HR manager: Do you know our company?
- Applicant: Yes, I have already done some research on the internet. Kastner Ltd. is a wholesaler of groceries and seated in the Waldviertel. You are responsible for providing retailers of the environment as well as shops of petrol stations and catering with your goods.
- HR manager: The job offered is already vacant. When could you start working?
- Applicant: As soon as I receive your positive response I will terminate my employment. Of course, I have to obey the legal period of cancellation, but then I would be able to start working immediately.
- HR manager: How much do you earn now and what do you think about your future salary?
- Applicant: I don't know how much is normal.
- HR manager: Do you have any other questions?
- Applicant: Yes, when can I expect your answer?
- HR manager: There are still two more job interviews this week. We will call you at the beginning of next week.

Applicant: Thank you very much. I do not have any further questions.

HR manager: Thank you very much for coming and the interview. Have a safe journey home.

Applicant: Good-bye.

HR manager: Good-bye.

Applicant takes all her personal belongings and leaves the room.