



# Unit 7

## Interviewing for Employment



## หัวข้อเรื่อง (Topics)

การสัมภาษณ์งาน (Job Interview)



# Warm up

**Instruction:** Match and write the prepositions under each picture.

Greet the candidate

Answer interview questions

Weakness

Strength

Dress professionally

Educational qualification

Interviewer

Candidate

Job Advertisement

A video job interview

Job position

Salary Expectation







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# Vocabulary Practice



**Instruction:** Listen to the words in the audio and then practice to pro-

Strength	Candidate	Interviewer	Weakness	Gesture	Position
Interview	Current	Hire	Relevant	Previous	Experience
Yourself	Role	Punctual	Expectation		

**Activity 1** Instruction: Use the words above to complete the sentences.

1. My \_\_\_\_\_ is my flexibility to handle change. As customer service manager at my last job, I was able to turn around a negative working environment and develop a very supportive team.”
2. A formal meeting you have with someone for getting a job is called an \_\_\_\_\_.





3. As you know this position is a little different from your current role in that as well as office administration you would also be responsible for organizing training sessions for the staff. Do you have any experience which is \_\_\_\_\_ to this?

4. My salary \_\_\_\_\_ is between 20,000 and 30,000 baht, which is the average salary for a candidate with my level of experience in this city. However, I have some flexibility.

5. I'm interested in this \_\_\_\_\_ because I want to be part of an organization that values its employees and what they contribute to the workplace.

6. **Personal Manager** : Why Should we hire you?

**Candidate** : I feel you should hire me because I have the \_\_\_\_\_ to take on this role and the dedication and passion to lead a team of professionals.





7. **Interviewer** : Where do you see \_\_\_\_\_ after five years?

**Candidate** : Working in your company in a senior position.

8. **Interviewer** : Why are you suited for this company?

**Candidate** : I am a \_\_\_\_\_ person. I always arrive early and complete my work on time.

9. **Interviewer** : Why are you leaving your \_\_\_\_\_ job?

**Candidate** : While I value the experience I've gained from my current role, there aren't any opportunities for advancement and I'd like to continue challenging myself by taking on more responsibilities."

10. The \_\_\_\_\_ job description mentioned that this \_\_\_\_\_ would be responsible for onboarding new employees, as well as compiling and distributing an updated employee handbook.





# Grammar Tips

## 1. คำถามในการสัมภาษณ์งาน แบ่งเป็น 5 ประเภท ดังนี้

### 1.1 General Question & Candidate Biography คำถามทั่วไปที่เกี่ยวกับผู้สมัคร เช่น

Please tell me about yourself. / Please introduce yourself.	แนะนำตัวของคุณ/เล่าเรื่องราวของคุณให้เรารู้จักหน่อย
What would you describe about your personality?	ลักษณะนิสัยของคุณเป็นอย่างไร
How about your educational Background?	ประวัติทางการศึกษาของคุณเป็นอย่างไรบ้าง
What are your strengths and weaknesses?	อะไรคือจุดแข็งและจุดอ่อนของคุณ
What are your hobbies?	งานอดิเรกของคุณคืออะไร



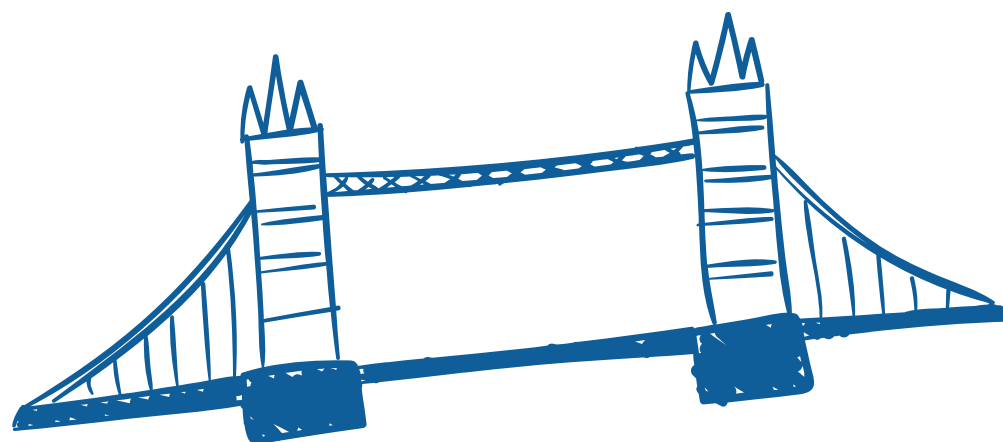
## 1.2 Working Experience & The Specific Job คำถามเกี่ยวกับประสบการณ์การทำงานและ ตำแหน่งงานที่สมัคร เช่น

What are you doing in your current job?	คุณทำอะไรบ้างในตำแหน่งงานปัจจุบัน
Please tell me about your working experience.	ช่วยเล่าประสบการณ์การทำงานของคุณที่ผ่านมาให้ฟังหน่อย
Why are you interested in this position?	ทำไมคุณจึงสนใจสมัครงานในตำแหน่งนี้
What skills do you think are needed for this position?	ทักษะอะไรที่คุณคิดว่ามีความจำเป็นต่อการทำงานในตำแหน่งนี้
Why Should we hire you?	เหตุใดเราถึงต้องจ้างงานคุณ
Do you think you're qualified for this position?	คุณคิดว่าคุณสมบัติของคุณเหมาะสมกับตำแหน่งนี้หรือไม่ อย่างไร

## 1.3 Problem Solving & Management Skills คำถามเกี่ยวกับทักษะในการแก้ปัญหาและ บริหารจัดการ เช่น

How do you handle pressure?	คุณมีวิธีจัดการกับความกดดันอย่างไรบ้าง
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What was your biggest failure and the most successful in career and how do you handle both situations?	อะไรคือสิ่งที่ล้มเหลวครั้งยิ่งใหญ่ที่สุดและอะไรคือสิ่งที่ประสบความสำเร็จมากที่สุดในเรื่องงาน คุณจัดการกับสองสถานการณ์นั้นอย่างไร
Please tell me about a time you made a mistake.	โปรดเล่าเกี่ยวกับช่วงเวลาที่คุณทำอะไรผิดพลาดให้ฟังหน่อย
Please describe a difficult work situation and how you overcame it.	โปรดอธิบายสถานการณ์การทำงานที่ผ่านมาของคุณที่คิดว่ายากที่สุด และคุณผ่านมันไปได้ได้อย่างไร
What motivates you?	อะไรคือแรงกระตุ้นในการทำงานที่ดีที่สุดสำหรับคุณ
What is the most challenging about your job?	อะไรคือความท้าทายที่สุดในการทำงานของคุณ
How do you deal with the working deadline?	คุณมีวิธีการจัดการในเรื่องเส้นตายในการทำงานอย่างไร



## 1.4 Attitude and Vision คำถามเกี่ยวกับทัศนคติและวิสัยทัศน์ เช่น

What are your career goals?	อะไรคือเป้าหมายในอาชีพของคุณ
What do you see yourself in next year and the next decade?	คุณจะเป็นอะไร/อย่างไรในปีหน้าและอีก 10 ปีข้างหน้า
What does success mean to you?	นิยามของความสำเร็จของคุณคืออะไร
What do you think about teamwork?	คุณคิดอย่างไรกับการทำงานเป็นทีม
What is your dream job?	อะไรคืองานในฝันของคุณ

## 1.5 Resourcefulness & General Knowledge คำถามเกี่ยวกับไหวพริบ ปฏิภาณและ ความรอบรู้

What are you doing in your free time?	เวลาว่างคุณชอบทำอะไร
How about your hobby?	งานอดิเรกของคุณคืออะไร
What is your most interesting news in this week?	ข่าวไหนในรอบสัปดาห์นี้ที่คุณสนใจมากที่สุด
What is your the most favorite travel?	การเดินทางท่องเที่ยวครั้งไหนที่คุณชอบมากที่สุด
How about your vacation plan in this year?	คุณวางแผนวันหยุดในปีนี้อย่างไรบ้าง
What is the latest movie that you see?	ภาพยนตร์เรื่องล่าสุดที่คุณดูคืออะไร







## 2. What are your strengths and weaknesses?

ส่วนใหญ่ในการสัมภาษณ์งานมักให้ผู้สมัครตอบคำถามเรื่อง จุดแข็ง จุดอ่อน เป็นเพราะผู้สัมภาษณ์ ต้องการจะรู้จักตัวตนของผู้สมัครมากขึ้น เพราะนอกจากจะเป็นการวัดทัศนคติของผู้สมัครและดูว่าจุดแข็ง จุดอ่อน เป็นแบบไหนแล้ว ผู้สัมภาษณ์อาจจะต้องการดูว่าผู้สมัครมีไหวพริบแค่ไหนในการตอบคำถาม ทำให้ผู้สัมภาษณ์ สามารถประเมินอะไรได้หลาย ๆ อย่างจากคำถามนี้

### 2.1 คำศัพท์อธิบายจุดแข็ง – จุดอ่อน

#### 2.1.1 คำคุณศัพท์ (Adjective) อธิบายจุดแข็ง

Patient	อดทน	Creative	มีความคิดสร้างสรรค์
Energetic	กระฉับกระเฉง	Open-minded	ใจกว้าง
Resourceful	เป็นคนแก้ไขปัญหาได้ดี	Cooperative	ให้ความร่วมมือ
Optimistic	มองโลกในแง่ดี	Helpful	ชอบช่วยเหลือ
Considerate	เห็นอกเห็นใจคนอื่น	Responsible	มีความรับผิดชอบ
Dependable	พึ่งพาได้	Creative	มีความคิดสร้างสรรค์
Disciplined	มีวินัย	Collaborative	ให้ความร่วมมือ
Attentive	เอาใจใส่	Enthusiastic	กระตือรือร้น





Unconfident / Lack of confidence	ไม่มีความมั่นใจ	Persistent	ดื้อรั้น ดื้อดึง
Impulsive	หุนหันพลันแล่น	Shy	ขี้อาย
Fidgety	หงุดหงิด	Pessimism	มองโลกในแง่ร้าย
Uncomfortable to taking risk	ไม่กล้าเสี่ยง	Lack of experience	ขาดประสบการณ์

## 2.1.4 คำนาม (Noun) อธิบายจุดอ่อน

Perfectionist	ความสมบูรณ์แบบ	Self-critical	การวิจารณ์ตัวเอง
Multitasking	การทำหลาย ๆ อย่าง พร้อมกัน	Disorganized	ไม่มีระบบระเบียบ
Aggressive	ก้าวร้าว	Shyness	ความอาย
Attempting to please everyone	อยากจะทำให้ทุกคน พอใจไปหมด	Introvert	คนเก็บตัว





## 2.2 โครงสร้างประโยคการพูดเกี่ยวกับจุดแข็ง จุดอ่อนในการสัมภาษณ์งาน

Subject + Verb to be + Adjective (strengths or weaknesses)

### ตัวอย่าง

Strength	Weakness
I am a fast learner.	I am very emotional.
I am a good problem solver.	I am a little bit shy to show off.
I'm very much confident and dedicated to my work. And I have more patience.	I am never opposed to helping anybody.
I am self-motivated and quick-learner which helps me to improve my skill set.	I am an over-thinker and I cannot say no to anyone.



Strength	Weakness
I am taking initiative and facing challenges with courage and a positive attitude.	I am very sensitive and emotional and I am a little bit lazy too.
I am a quick learner and logically understanding mindset.	I am too emotional and sensitive and easily get to cry sometimes.
I'm a spiritual and good learner and I am always interested in new things to learn. I can work with different kinds of People	I'm a very straightforward and overthinker.
I'm strong enough to accept the situation and accept the failures.	I am not a public speaker, but I am trying to improve my speaking in front of people by talking opportunity and imitations.

Subject + Verb to be +



## ตัวอย่าง

My strength is honesty.	My strengths are self-motivated and self-belief.
My strength is my brain doing different tasks in different ways.	My strengths are self-confidence and positive things.
My strength is a good attitude.	My strengths are I am self-motivated and a quick-learner hardworking and passionate about my work.
My strength is I'm hardworking, self-motivated person with quick learning skills	My strengths are active listener, a quick learner and a self-motivated person. I'm Having a positive attitude towards new skills.
My strength is self-motivated and easily adopted in any environment.	My strengths are I'm a quick learner and a self-motivated person. I have strong communication skills.
My strength is I am positive thinker.	My strengths are communication skills, team player, and flexible adaptable to the environment.





Subject + Verb to be +

### ตัวอย่าง

My weakness is being persistent.	My weaknesses are self-criticism and sensitivity.
My weakness is indecisiveness.	My weaknesses are I am very straight forward and I trust people very quickly.
My weakness is easy to trust anyone.	My weaknesses are I couldn't say no if someone asked for help and concentrate on one thing at a time. I am working on it to overcome it.
My weakness is one-time doing multiple works.	My weaknesses are my communication, interpersonal skills and public speaking.
My weakness is my short-temper.	My weaknesses are I can't say no if someone ask me for help, and I am a bit of an emotional person.
My Weakness is my communication.	My weaknesses are: I'm a very emotional person, I trust people very easily.



### 2.3 การถามตอบเกี่ยวกับจุดแข็ง (Strength) ในการสัมภาษณ์งาน

Question	Response example
<ul style="list-style-type: none"> <li>- What is your biggest strength?</li> <li>- What is your greatest strength?</li> <li>- What are your strengths?</li> <li>- What are your greatest professional strengths?</li> <li>- What would you consider your strengths?</li> <li>- What strengths would you bring to our company?</li> <li>- What are three strengths that you bring to this position?</li> <li>- What are you good at?</li> <li>- What are you best at?</li> <li>- Why should we hire you?</li> <li>- What makes you stand out from other applicants?</li> </ul>	<ul style="list-style-type: none"> <li>- One of my biggest strengths is bringing organization to hectic environments and implementing processes to make everyone's lives easier.</li> <li>- One of my greatest strengths is my time management.</li> <li>- My strengths are communication skills, team player, and flexible adaptable to the environment.</li> <li>- My greatest strength is changing up design styles and aesthetics to match different campaigns or brands or in the case of this job, clients.</li> <li>- My strengths are I'm a quick learner, a self-motivated person and a strong communication skill</li> </ul>

## 2.4 การถามตอบเกี่ยวกับจุดอ่อน (Weakness) ในการสัมภาษณ์งาน

Question	Response example
What is your greatest weakness?	- I am not skilled at solving problems.
What is your biggest weakness?	- I'm an impatient and emotional person.
What are your weaknesses?	- I'm a bit of a perfectionist, so I sometimes struggle to delegate tasks to my teammates.
What are you not good at?	This has led to taking on too much.
What part of your current job are you the least comfortable with?	- I can be quite critical of myself, which can lead to negative self-talk and eventual burnout.
Name your greatest weakness.	I've found that I can avoid this by recording my goals, objectives, and key results and setting aside time to celebrate milestones and achievements, big and small.





## Activity 2

Instruction: Which of the following sentences is a strength and which is a weakness?

- \_\_\_\_\_ 1. I am very collaborative. I've always enjoyed working on teams.
- \_\_\_\_\_ 2. I am a solutions-oriented person and a quick learner.
- \_\_\_\_\_ 3. I can be quite critical of myself, which can lead to negative self-talk and eventual burnout.
- \_\_\_\_\_ 4. I'm a bit of a perfectionist, so I sometimes struggle to delegate tasks to my teammates.
- \_\_\_\_\_ 5. As a content creator, I love brainstorming new approaches to reach our consumers.
- \_\_\_\_\_ 6. I am a naturally shy person. Since I was a kid, I have always felt nervous presenting in front of the class, and that translated into the workplace.
- \_\_\_\_\_ 7. I'm an empathetic person who's skilled at relating to people.
- \_\_\_\_\_ 8. I never miss a deadline. I'm highly organized, and I've applied my natural skill for organizing people and projects to all aspects of my work.
- \_\_\_\_\_ 9. I would probably be waiting too long to ask questions to clarify the goals of a project and to make sure I'm on the right path.
- \_\_\_\_\_ 10. I'm an overthinker, so to manage this, I practice meditation to calm my mind.
- \_\_\_\_\_ 11. I am taking initiative and facing challenges with courage and a positive

attitude.

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Pay: £10 per hour  
For more info and to apply, please email  
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CITY  
HALL

POST  
OFFICE

POLICE  
STATION

FIRE  
STATION



### Activity 3

Instruction: Choose the correct words to complete the interview questions.



Familiar

Skills

Company

Previous

Describe

Spare time

Qualifica-

Challenge

Responsibil-

Goals

1. Can you tell me about a time you overcame a \_\_\_\_\_?
2. What did you like the most about your \_\_\_\_\_ job?
3. What \_\_\_\_\_ have you learned that prepared you for this role?
4. What are your career \_\_\_\_\_ for the next five years?
5. What do you feel you can offer our \_\_\_\_\_ if you get hired for this position?
6. What do you like to do in your \_\_\_\_\_?
7. What are your \_\_\_\_\_ for this position?
8. What were your \_\_\_\_\_ in your previous position?
9. How would your co-workers \_\_\_\_\_ you?
10. What computer programs are you \_\_\_\_\_ with?



## Activity 4

Instruction: Match the common interview question with the suitable response.



- A. Being better connected professionally.
- B. Our company is moving overseas and I wish to stay in Thailand.
- C. I am good at organizing systems that have been having problems.
- D. I am impatient with myself at times and am hard on myself.
- E. I enjoy both classical and pop music.
- F. Firstly, it is a part-time job, and I want to do a full-time job. Secondly, I am not interested in accounting anymore.
- G. It didn't align with my career goals.
- H. I have previous experience in this field and I am a hard worker.
- I. The ability to talk to any person without hesitation.
- J. Good morning. Yes, please have a seat.



- \_\_\_\_\_ 1. What is the main strength of your personality?
- \_\_\_\_\_ 2. Which type of music do you like to listen to?
- \_\_\_\_\_ 3. Why should I hire you?
- \_\_\_\_\_ 4. Why do you want to leave that job?
- \_\_\_\_\_ 5. Good morning, sir, May I step in?
- \_\_\_\_\_ 6. Why did you leave your previous job?
- \_\_\_\_\_ 7. Where do you see yourself in 5 years' time?
- \_\_\_\_\_ 8. Why are you switching jobs at this point in your career?
- \_\_\_\_\_ 9. What are you best at?
- \_\_\_\_\_ 10. What are you not good at?





## Conversation

1

I'm Alex Smith. Nice to meet you.

**Candidate** : Hello, I'm Pamela Evenson. Nice to meet you, too.

**Interviewer :** Have you read the \_\_\_\_\_ about this job?

**Candidate** : Yes, it sounds very .

## Conversation

2

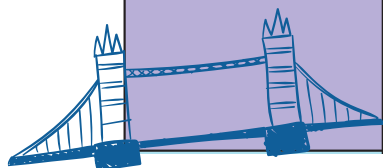
**Interviewer :** What do you do in your \_\_\_\_\_, Pamela?

**Candidate** : I like hiking and .

**Interviewer :** And why do you want this job?

**Candidate** : I really want to work in marketing. This is a great \_\_\_\_\_ for my career and I think I have the right \_\_\_\_\_ for the job.

**Interviewer :** Thank you Pamela. It's been good talking to you. Thanks for coming to the \_\_\_\_\_.



## Conversation

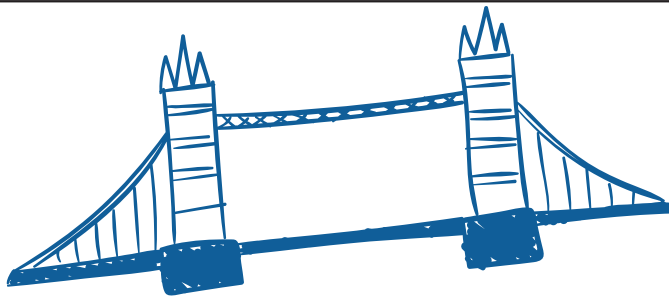
3

**Interviewer** : First of all, let me \_\_\_\_\_ myself. I am the manager of our engineering department here and we have an open \_\_\_\_\_, so we have been interviewing candidates to fill the position as quickly as possible.

**Candidate** : Yes sir, I read about the position on your \_\_\_\_\_, and I think I am a good \_\_\_\_\_.

**Interviewer** : Which school did you \_\_\_\_\_ from?

**Candidate** : I was a student at ABC University, and I graduated with a \_\_\_\_\_ degree in computer science.



## Activity 6

Instruction: Take turns to be an interviewer. What should be done “before”, “during” and “after” an interview, put a tick (✓) in the correct column.

	before	during	after
1. Allow the candidates to ask questions or share closing thoughts.			
2. Review candidates' resumes, formulate pertinent questions, and devise a consistent scoring system.			
3. Greet the candidates and introduce yourself.			
4. Screen candidates with talent assessments.			
5. Work through a series of questions covering a range of areas and evaluate the candidates' responses.			
6. Prepare the questions to ask the candidates.			



7. Ask the open-ended question "Tell me about yourself".			
8. Inform the candidates about the interview results.			
9. Schedule a time and location for the interview.			
10. Briefly describe the company background.			

## Activity 7

Instruction: Pair work, take turn to be an interviewer and the candidate, listen to the conversation. Then, practice it.

**Candidate**: Good morning. How do you do?

**Interviewer**: Hello. Please sit down and welcome. Thank you for your job application. First of all, let me introduce myself. I am Douglas Brown, the personal manager here. I have a few questions to ask you, if that's alright.



**Candidate** : That is fine.

**Interviewer** : So first of all, please tell me about yourself.

**Candidate** : Certainly. I just graduated from college last year with a degree in business administration. I completed my internship during the last semester. I have learned so much there, had valuable experiences, and collaborated with professional people during my internship. This opportunity gave me a good feel for sales.

**Interviewer** : What are your strengths?

**Candidate** : I am a diligent person and a fast learner. I am very eager to learn.

**Interviewer** : What are your weaknesses?"

**Candidate** : My weaknesses are self-criticism and sensitivity.

**Interviewer** : Where do you see yourself after five years?

**Candidate** : Working in your company in a senior position.





**Interviewer**: Do you have any questions for me?

**Candidate**: No, I think I have a pretty good understanding of the requirements.

**Interviewer**: James, it is nice to meet you. Expect to hear from us within a week or so about the job.

**Candidate**: Thank you for your time.

**Interviewer**: Thank you for coming.

ZOO



CITY  
HALL

POST  
OFFICE

POLICE  
STATION

FIRE  
STATION

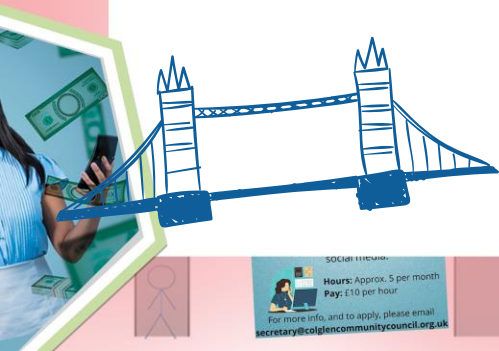
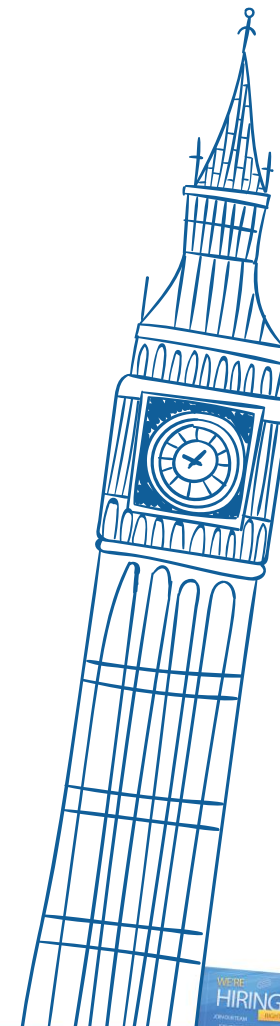


## Activity 8

Instruction: Suppose you were the candidate. Answer the interview questions by using your own information.



Question	Your answer
1. Can you tell me about yourself?	
2. Tell us about your educational background.	
3. Why do you want to work for our company?	
4. What are your strengths?	
5. What are your weaknesses?	
6. Why do you think you're suited for this position?	
7. What computer programs are you familiar with?	
8. What do you do in your free time?	
9. What are your career goals for the next five years?	
10. How soon can you start work?	



## Activity 9

Instruction: Group of 3, interviewing role play.

### Interviewing role play

#### 1. Take turn to be

- A candidate (What position did you apply at Rimberio Company?)
- A Personal manager at Rimberio Company (Interviewer)
- A supervisor of the department which the candidate applied. (Interviewer)

#### 2. Interviewer role

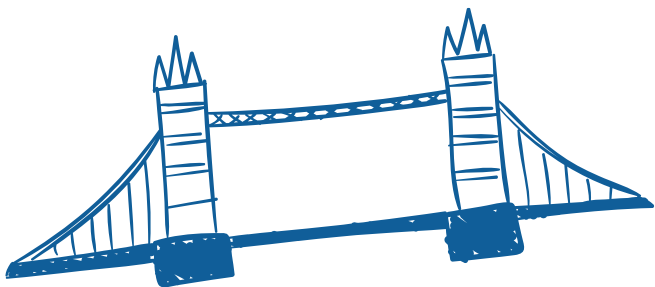
- Planning the interview
- Creating a list of questions to ask the candidate
- Greet the candidate and introduce yourself
- Briefly describe the company background
- Ask the open-ended question “Tell me about yourself”.
- Ask series of questions covering a range of areas and evaluate the candidates’ responses
- Allow the candidates to ask questions or share closing thoughts.

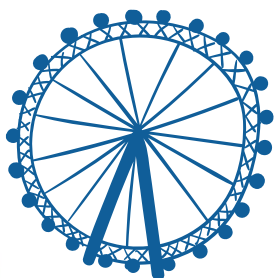


### 3. Candidate role



- Practice your introduction.
- Prepare your answers.
- Arrive early.
- Dress professionally.
- Bring necessary materials.
- Ask questions at the end of the interview.
- Send a thank you note.





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