

## PHRASES FOR JOB INTERVIEWS

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### HIRING, FIRING AND RESIGNING

**To be entitled to** – to have the ‘right’ to receive something.

*‘In the UK, after you have worked for a company for two years you are entitled to redundancy pay. The amount you receive is based on how many years you have worked for the company.’*

**To be self-employed** – to work for yourself.

*‘My mother has been self-employed for six years now and she loves it.’*

**To fire someone / to get fired** – to tell someone to leave the job because they have done something wrong (this is a very strong verb in English).

**To hire someone / to be hired** – to ‘contract’ someone for a job.

**To make someone redundant / to be made redundant** (UK), or, **to lay off someone / to be laid off** (US) – to tell someone to leave the job because the company is closing or getting smaller. (This situation is much more common than ‘to be fired’).

*‘My uncle was made redundant after the factory closed and he is looking for work now.’*

*‘I’m sorry my cousin was fired from his pizza delivery job for not coming to work on time.’*

**Redundancy pay** – the money a person receives if they are made redundant or laid off.

**To resign** – when you decide to leave your job (a more informal way to say this is ‘to quit’).

*‘She resigned from her job because she wanted to go travelling.’*

**To hand in your resignation** – another way to say ‘to resign’ using the noun ‘resignation.’

**To give notice** – the period of time you continue to work for a company when you ‘hand in your resignation.’

*‘He had to give four weeks’ notice when he handed in his resignation.’*

**To step down** – someone in a position of power resigns from the role.

*‘The CEO of the company decided to step down due to health problems.’*

### TIMETABLES

**To work full time** – to work 37-40 hours a week.

**To work part time** – to work less than 37 hours a week.

**To work shifts** – to work ‘turns’ of work and not the normal 9am-6pm routine.

*‘My aunt works shifts because she is a nurse. Sometimes she works a night shift but normally she works the day shift.’*

## HOLIDAY AND SICK DAYS

**Bank holiday (UK)/ Public holiday (US)** – festival days that most employees take off.

*'In the UK most bank holidays fall on a Monday and so you get a long weekend.'*

**To be entitled to holiday pay and sick pay** – the time off your company agrees to give you in your contract.

**To take time off** – to take some days holiday.

**To take time off sick** – when you need to stay at home because you are sick.

*'This year I have taken three weeks off for holiday and three days off sick.'*

## JOB INTERVIEWS: ROLES

**To be a candidate** – to be a possible person for a job.

**To be an intern** – a student or young person who works at a company for training and experience purposes.

**Internship** – noun for 'intern.'

*'Nowadays it's common for young people to do an internship before they find a paying job.'*

**A role** – what you do in your job.

*'My role is to oversee training.'*

**To oversee** – to supervise or manage.

## ARGUING THAT YOU ARE THE RIGHT PERSON FOR THE JOB

**Background** – your work and education experience.

*'My background is in human resources and training.'*

**To be a good fit** – to have the right skills/personality for a job.

*'She is a good fit for this position because she has lots of experience in this sector.'*

**To commute/ a commute** – the journey from your house to your work.

*'It's common for people who live in London to have a commute of at least an hour.'*

**To cope with something (such as work or pressure)** – to be able to manage your emotions and stress levels when doing something difficult.

*'How do you cope with pressure?' 'I make to-do list based on priority and start work.'*

**To suit /soot/** – to be appropriate for something.

*'Working with numbers really suits him because he has a logical brain.'*

**To be suitable /soot-ibl/** – adjective of 'to suit.'

*'I believe that I am suitable for this position because I have a strong background in accounting.'*

**Qualifications** – your educational achievements including any degrees and certificates you have (not 'titles').

**To be willing to do something** – to be happy and ready to do something.

*'Are you willing to relocate for this job.'*

## **ADJECTIVES TO EXPRESS HOW YOU FEEL ABOUT A JOB**

**To be challenging**

**To be rewarding / gratifying**

**To be time-consuming**

## **MOVING UP IN A COMPANY**

**To land a job or promotion** – to get a promotion or new job almost by surprise.

**To get promoted** – to move up into a better position in a company.

**To be overlooked for promotion** – not to get promoted because the management preferred another candidate.