

How to introduce yourself... efficiently!

In the last sessions, you have learnt how to discover your soft skills and your competences. You have looked for the right job offer, and you have adapted your CV, your application letter and your mail to get... a job interview!

So now, imagine that you are at this interview!

This meeting must be prepared. Follow the steps, to fully understand the specific demands and observe your own progress.

Your goal is to get the job!

I. Introduce yourself in pair work, spontaneously

1. First, introduce yourself to your partner, just as you are. If possible, record or film yourself. It will give you the opportunity to listen to yourself and to be conscious of your progress along the way. Then, reverse the roleplay: listen to your partner.

2. What have you felt or thought of *your own* speech in the first thirty seconds? You feel this very question is a little strange? Patience, dear Watson, you will discover its full meaning later...

3. Briefly write the key words or main elements of information that *you* have exchanged.

4. Have you mentioned your school curriculum? Yes / No

5. Have you mentioned your soft skills? Yes / No
If yes, which ones?

6. Have you mentioned your professional skills? Yes / No
If yes, which ones?

7. How did you introduce yourself? As a high school student? As a young professional-to-be?
As a job candidate? Why this choice?

8. Have you mentioned the job offer you have selected? Yes / No

If you apply in a spontaneous way, have you mentioned the organization you have selected? Yes / No

If you have answered “yes” to the last question, do you think this was enough? What could you improve?

If you have answered “no”: why didn’t you mention the organization at all?

II. Discover how to make your job interview a success!

Cette partie s’appuie sur une vidéo en français. Aussi, répondez en français, dans un premier temps.

1. Faites bonne impression, dès la première seconde :

Vous souvenez-vous de la question qui porte sur vos impressions lors des trente premières secondes ? Pour en savoir plus, regardez la vidéo intitulée « [Préparer un entretien d'embauche - Les Tips pour l'Emploi](#) », (1 minute), proposée par France Travail.

Réécoutez la vidéo. Trois points de vigilance sont proposés : lesquels ?

Now translate these points in English!

(Help yourself with: “[Interview tips](#)” on UK National Career Service).

2. Make your job interview a success: advice for online interviews

Cette partie s’appuie sur une vidéo en français. Aussi, répondez en français, dans un premier temps.

Avec le télétravail, l’entretien à distance est de plus en plus répandu.

Quelles différences avec l’entretien en présentiel ?

Pour le savoir, écoutez cette vidéo : « [Réussir son entretien d'embauche - Les Tips pour l'Emploi](#) », (1 minute), proposée par France Travail.

Regardez la vidéo une nouvelle fois. Notez les conseils qui vous sont donnés :

→ Technique :

→ Pseudo :

→ Environnement :

→ Préparez bien votre entretien !

Now translate these points in English!

(Help yourself with: "[Video interview tips](#)" on UK National Career Service).

III. Prepare at least three questions which you may ask the recruiter

Yes! You may absolutely ask questions which seem important to you. This will make you feel more independent. You may apply to many firms or organizations and, in the end, choose the employer which may suit you the best, according to *your* criteria.

Of course, as a job seeker, keep this last point to yourself. You may just say that you are an active job seeker, without giving more details.

Prepare your questions, which may vary from one recruiter to another. For example:

- If you answer a job offer: is this position new in the firm? What are the conditions? For what kind of contract: a fixed-term one? A permanent one?
- If it is a spontaneous application: what are the projects of the firm in the short and in the long term? Will the job be affected and how?

IV. It is your turn! Roleplay

1. Again, introduce yourself to your partner. Then, reverse the game. If possible, record or film yourself and compare your progress from the beginning of this activity. What has improved?

2. Play the recruiter game (pair-work):

You may use the last page of this document as a guideline.

→ one of you is the recruiter, asks questions and takes notes.

Examples of questions (you may also add other questions): can you introduce yourself? Why are you applying for this position and in our company? What are your qualities? What could you still improve? There is a gap between dates in your CV: what did you achieve during this period? Do you have any questions?

→ Your partner is the job seeker, he or she tries to answer and asks questions.

Examples of questions: will my professional goals be on a weekly, monthly, three-monthly or annual basis? Is there a possibility of evolving? On what terms?

Conclusion: in this roleplay, what elements can you improve?

You feel you have learnt much, and you have enjoyed the roleplay?

Go further in the session entitled: "Anticiper et simuler l'entretien d'embauche".

Pour bien vous imprégner des attendus de l'entretien d'embauche, chez vous, lisez l'article intitulé ["Préparer l'entretien d'embauche"](#).

À noter : le principe de l'entretien est le même, que ce soit pour un emploi en CDD, CDI ou pour un contrat en alternance.

À savoir : en entretien... peut en cacher un autre ! Si le recruteur vous propose un deuxième entretien, n'hésitez pas à lui demander quels sont les attendus spécifiques : que devrez-vous lire ou préparer ?

Ce sera certainement la dernière ligne droite !

Professional interview : roleplay

Recruiter: good morning /good afternoon, I am in charge of the recruiting process in (the name of XY firm). Could you introduce yourself, in a few words?

Applicant's answers:

Recruiter: why are you applying to this position and in our company?

Applicant's answers:

Recruiter: what are your qualities? What points could you still improve?

Applicant's answers:

Recruiter: there is a gap between dates in your CV: what did you achieve during this period?

Applicant's answers:

Recruiter: do you have any questions regarding the position? Regarding the company?

Applicant's questions or remarks:

Recruiter, other questions:

Applicant's answers:

Questions asked by the applicant: