

**Worksheet 1****Task 1**

This lady is the manager of a large company. She wants to employ someone new to work in her office.

What kind of person do you think she's looking for?



**Worksheet 2****Task 2**

Read what the manager says about the kind of person she's looking for.

Did you have the same ideas?



I need someone who doesn't always need me to tell them what to do so the new employee has got to be **self-motivated** and someone who can **use their own initiative**. Obviously they've got to be **punctual** and on time for everything. I'm also looking for someone really **reliable**. My last assistant sometimes forgot to do things.

The office is very busy and we are often working on different projects at the same time, so I need someone who can **manage their time well** and **work to a deadline**.

The new employee will be working closely with clients so they need to have good **interpersonal skills**. Finally, I need someone who is **flexible** and can adapt to sudden changes. Our business is always changing!

**Worksheet 3**

I am <b>self-motivated</b> .	I want to work.
I am <b>punctual</b> .	I come on time – not late.
I am <b>reliable</b> .	If you tell me to do something, I'll do it.
I can <b>use my own initiative</b> .	You don't need to tell me what to do all the time.
I can <b>manage my time well</b> .	I don't waste time and I do the things which need doing, when they need doing.
I can <b>work to a deadline</b> .	I finish my work when it's needed. I don't do my work late.
I have good <b>interpersonal skills</b> .	I am good at working with other people.
I am <b>flexible / adaptable</b> .	I can change the way I work if my job needs me to do something different.

**Worksheet 4**

<p>Can you give an example of a time when you used your interpersonal skills?</p>	<p>What are your strengths?</p>
<p>How do your colleagues / classmates describe you? Why?</p>	<p>This job is stressful. What qualities do you have which prepare you for this?</p>
<p>Can you tell me about a time when you had to work on your own initiative?</p>	<p>Think of a time when a job you were working on suddenly changed. How did you adapt to the new situation?</p>
<p>What are your weaknesses?</p>	<p>What can you do for this company that other people can't?</p>
<p>Describe your personality.</p>	<p>Tell me about yourself.</p>