

5. What is the recruitment procedure?
6. Is there anything Joanne needs to support her application?

Lesson 4

Job interview – Sales Manager

The key part of the recruitment process is usually a job interview. In this lesson you will hear a typical job interview for the post of a Sales Manager and you will learn several useful words and expressions for when you're looking for a job. Listen to the words and phrases that are used in this recording. Listen carefully:

Managing Director – *Dyrektor Zarządzający*

Human Resources Director – *Dyrektor Działu Zasobów Ludzkich*
career – *kariera*

temporary job – *praca czasowa*

salesman – *sprzedawca, handlowiec*

Sales Manager – *Kierownik Sprzedaży*

company – *firma*

to get promoted – *awansować*

ambitious – *ambitny*

hard-working – *pracowity*

enthusiastic – *entuzjastyczny*

sense of humour – *poczucie humoru*

organised – *zorganizowany*

procedures – *procedury*

training – *szkolenie*



And now listen to the dialogue. You will hear Peter Jones being interviewed for the post of Sales Manager. Listen carefully:

- Good morning. Mr Jones. I'm John White, the Managing Director and this is Ms Jameson, the Human Resources Director.
- How do you do?
- How do you do?
- Please, sit down.
- Thank you.

- First, I'd like to talk about your CV; you spent a year in America. What were you doing there?
- That was the year after I finished University. I decided to spend one year travelling and working before I started a career. I travelled through 11 states and had 3 temporary jobs. In New York, I was a waiter and when I'd saved enough money I travelled to Washington and then to Chicago. In Chicago I found a job as a salesman. I'd never done that before, but I learnt quickly and made a lot of money. After 3 months I decided to travel slowly down to California. I hitchhiked and stopped for longer in places that looked nice. Anyway, when I got there I got another job in sales and made enough money to get back to England via Hawaii, Japan, Hong Kong, Delhi, Jerusalem and finally Rome.
- Err, ok. You certainly had an adventure. Since then you've worked in sales in Birmingham for 2 years and now you want to come to London to work for us. Why?
- Well, I am now Sales Manager for my present firm. It's a small family company and really there's no chance of going further in my career in this company. As you can see from my CV, I studied at King's College London and really enjoyed living here. I know that your company is a big international firm and I would have the opportunity to travel more in my work and hopefully get promoted.
- You are a very ambitious person. What other personal characteristics make you a good salesman?
- Well, I'm hard-working, enthusiastic. I have a good sense of humour and like working with other people, especially with clients and with other members of a sales team. I am very organised and think I am a good manager.
- If you were given the job, what would you do first as sales manager?
- That's a difficult question. Mmm, I know something about your firm, but not very much about the people and the procedures. I think that the first thing I would do would be try to get to know my sales team and the way the company works.
- Thank you. Do you have any questions for us?
- What is your policy on training?
- Well, we send all new sales people on a 3-day course to Amsterdam or Paris. We have regular training sessions – about 2 or 3 times a year. We also offer a 50% sponsorship on MBA's or other relevant higher education.
- That sounds really good. When can I start?!
- Well, there are 3 other candidates who we now have to interview. We'll let you know at the beginning of next week, ok?
- Great. Thank you very much. Well, goodbye.