

Pelajaran 25

Wawancara Pekerjaan

CATATAN

Tokoh-tokoh cerita:

Justine: Manager Hotel
Bob: Pelamar Kerja

Cerita:

Bob, seorang pelamar kerja, diwawancarai oleh Justine, Manager Plaza Hotel.

Menjawab Pertanyaan tentang kelebihan dan kekurangan anda

Dibawah ini beberapa contoh bagaimana anda melukiskan kelebihan dan kelemahan anda. Kalau ditanya tentang kelemahan anda, yang terbaik adalah menyebut satu keahlian yang tidak mempengaruhi performans anda dalam pekerjaan. Carilah di kamus arti dan pengucapan kata-kata baru dibawah ini. Beri penekanan pada kata-kata yang ditulis dengan huruf tebal.

Q: How would you describe your strengths?

I pay **attention** to **details** and I'm **patient**.
I'm very **thorough** and I work **well** in a **team**.
I have a **good** sense of **humour** and I've been **told** that I put **guests** at **ease**.
My **current** boss says I'm very **efficient** and I'm always **punctual**.

Q: What weaknesses do you have?

I'm a **perfectionist** so I sometimes **stay back** at **work** to **check** everything is **OK**.
I need to **improve** my **range** of **vocabulary** in **English**, so I'm **studying** each **week** at **home**.
I enjoy **learning** and **improving** my **knowledge**. It takes up **some** of my **spare time**.

Pertanyaan-pertanyaan dalam wawancara

Berikut beberapa contoh pertanyaan yang mungkin anda temui dalam wawancara. Bacalah dengan keras.

Why do you **want** to **work** at the **Plaza Hotel**? ↘

What **experience** have you **had**? ↘

Why do you **want** to work in **hospitality**? ↘

What **attracted** you to this **job**? ↘

Can you **tell** me about a **time** when you **had** to **deal** with a **difficult guest**? ↗

Are you **able** to **work flexible** hours? ↗

How well do you **work** in a **team**? ↘

LATIHAN

1. Kata-kata kunci

Carilah di kamus arti dan pengucapan kata-kata ini.

(at) ease	Apply	diploma
Forward	front desk	moment
Paid	Patient	position
Report	Reputation	service
strengths	supervisor's	weaknesses

2. Latihan Pertanyaan dalam Wawancara

Tuliskan kembali pertanyaan-pertanyaan dibawah ini dengan susunan kata yang benar. Setelah mencek jawaban anda, bacalah setiap pertanyaan dengan keras.

1. this job what attracted to you ?

2. you what had have experience?

3. want work do you why to hospitality in?

4. well you team do a work how in?

6. flexible you work able are hours to?

3. Latihan Perbendaharaan Kata

Gunakan kata yang tepat dari kolom dibawah ini untuk menyelesaikan kalimat. Setelah mencek jawaban anda, bacalah dengan keras.

Efficient	humour	Team	thorough
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1. I'm very _____ and I work well in a _____.

2. I have a good sense of _____.

3. My current boss says I'm very _____.

4. Latihan mengucapkan dengan keras

Experience
Experience
I have work experience

Reference
Reference
I have a reference.



Suggested Answers: 2. 1) What attracted you to this job? 2) What experience have you had? 3) Why do you want to work in hospitality? 4) How well do you work in a team? 5) Are you able to work flexible hours? 3. 1) thorough, team 2) humour 3) efficient