

Real Talk #057 – How to apply for a part-time job

AD-FREE

Episode description

Applying for a part-time job can be stressful, and it's always a good idea to be prepared before you walk into a store and ask for an application. In this episode, Andrew and Kassy teach you some of the common phrases and etiquette involved with applying for a part-time job in person. The example conversation presented by our hosts is applicable to many different kinds of part-time jobs, including food service, retail, or hospitality. If you're unsure what to say or ask when trying to get an interview, then this is the episode for you!

Fun fact

These days, many large franchises or chains will not allow you to apply for a job in person – they require you to fill out an online application and submit your resume on their website. However, if you'd like to make a good impression, you can try following up on the status of your application in person after you've applied online! Many of the expressions featured in this episode can be used in this situation as well.

Expressions included in the study guide

- Can I speak to the manager?
- Do you have any experience?
- What's your availability?
- Valid form of ID / government issued ID
- Does [time] work for you?
- Thank you for the opportunity



Transcript

Note: The words and expressions that appear in **bold text** within the transcript are discussed in more detail in the Detailed Explanations section that follows the transcript. The transcript has been edited for clarity.

Andrew: Real Talk number 57. How to apply for a job. Featuring Andrew and Kassy. Today, I'm joined by my cohost, Kassy. And we're going to be teaching you about how to apply for a job.

Kassy: Yeah, that's right, Andrew. This is a topic that has been requested by our listeners many times. So, I'm happy that we can finally cover it today.

Andrew: Yeah, absolutely. And of course, it's hard to talk about all job application situations, because they really vary from job to job to job. But I think what we'll cover in today's lesson is applicable for most kinds of food service, or retail jobs, the kinds that I think many of our listeners might want to apply for if they're a newcomer in an English-speaking country, or are doing a working holiday in an English-speaking country, you know, something like that.

Kassy: Yeah, that's right. And some of the lesson content may even be applicable for people applying for professional jobs also. So, I think there'll be a little bit here for everyone.

Andrew: All right, Kassy. Let's get started with this lesson. Could you break down what we'll cover exactly today?

Kassy: Sure. Today, we're gonna learn some practical expressions you can use when applying for a job. You apply for most jobs online these days, but you may apply in person for part time jobs or jobs at small businesses. In this episode, we're going to listen to an

example of someone applying to a part-time job at a restaurant. So, we'll listen to this conversation between a restaurant manager and a man looking to apply for a job at that restaurant.

Andrew: Kassy, we'll listen to that example conversation in just a moment. But before we do, I want to ask your opinion about something and that is, if you could apply for a job online, or you could go to the place directly, like let's say it is a restaurant, you could apply through the restaurant's website, or you could go down to the restaurant directly and talk to the manager face to face. Which one do you think would be best?

Kassy: 100% in person would be better for me, I've applied to jobs online in the past, and it is a slow form of torture.

Andrew: Yeah, I completely agree. It can be more stressful to go and talk to someone face to face like that. Often, it's more comfortable just to fire off an email and send a resume. But sometimes we say that goes off into the void. Often that email won't really make it to the managers. Maybe they'll just skip through it and not notice it in their email inbox. So definitely going to the place of business directly and talking to the manager or the owner is probably the best bet. So now that that cultural tip is out of the way, why don't we take a listen to today's example conversation?

Kassy: Let's do it.

Server: Good afternoon. Welcome to Sal's Steaks. How many in your party?

Dave: Oh, I'm not here to eat. I saw the help wanted sign in the window. I'd like to apply for the job.

Server: Oh, that's great. Let me go get my manager.

Dave: OK.

Kim: Hello, my name is Kim. I'm the manager here. I heard you're looking for a job.

Dave: Hi, Kim. Nice to meet you. I'm Dave, and yeah, I'm looking for a job. What's available?

Kim: Right now, we're looking for a line cook, a busboy, and a server. Do you have any experience working in a restaurant?

Dave: Well, I bussed tables back in high school. I'd like to try serving now though.

Kim: All right. About how many days a week will you be available to work?

Dave: I'm a university student, so I'd prefer working two or three days during the week and on weekends if that's possible.

Kim: That should be fine. We need the most help on the weekends anyway. In order to apply you'll need to submit your Social Security Number, two valid forms of ID, proof of residence, and fill out this application.

Dave: OK, no problem. Does my college ID count as a form of ID?

Kim: Yeah, it does. But you're going to need one ID that's government issued as well, like a passport, driver's license, birth certificate, that kind of thing. I'll also give you a copy of our menu and employee handbook now. Look over everything and write down any questions you might have. If you want to be a server, you'll have to memorize this before starting work. Let's set up a time now for a final interview to check your documents and test your knowledge of the menu. Does Thursday 2pm work for you?

Dave: Yeah, that would be great. I can come in then. So just to get this straight, I need to prepare my documents and the application and also memorize the menu by Thursday, right?

Kim: Yes. And don't forget to look over the handbook. Oh, and here's my phone number, if you need to contact me before Thursday. Any other questions?

Dave: No. That's it for now. Thanks for the opportunity and I'll see you on Thursday.

Kim: See you then.

Andrew: So, we just listened to a conversation where a guy named Dave goes to a restaurant, the restaurant's name is Sal's Steaks. And he goes there not to eat a steak, but to apply for a job. He saw a help wanted sign in the window and went in to find out what that was all about, what kind of positions were available at the restaurant. He met with the manager whose name was Kim, he had a conversation, and he got himself an interview. So, he did a great job. And Kassy, now what I would like to do is go back through this example conversation and pick it apart and talk about some of the key expressions that were used by both the manager and by Dave as well, when they were having their conversation. Let's go back to the beginning of the conversation. And at the start, we heard Dave, the guy who's looking for a job, right? He went into the restaurant, and he talked with one of the servers from the restaurant. And he said that he saw the "Help Wanted" sign in the window, and that he would like to apply for a job. Can you break that down for us exactly and explain what is a help wanted sign in the window? What is that?

Kassy: Yeah, a lot of restaurants, cafes, places that, you know, hire a lot of part-time work, they're always circulating staff, you know, students on vacation, or somebody has a baby. And then you're always looking for new workers. And a lot of times restaurants will post on their website, but they'll also post "Help Wanted" signs in the window. And if you see a sign that says "Help Wanted", it means they're looking for people who will work in their restaurant or cafe or something.

Andrew: Exactly. And sometimes you'll see "Help Wanted" signs where there will be lots of information. But often, there's no extra details, right? It just says "Help Wanted", but you don't know, OK, what kind of help do they need? Do they need a manager? Do they need a cook? Do they need a server? You don't know about the salary, any of that information you don't know. So, you have to go into the restaurant and ask for the manager, and then find out the details, right?

Kassy: Yeah. So, this student goes into the restaurant and says, "I'd like to apply for the job." And short, simple, to the point. And the host automatically says, "Great. Let me go get my manager."

Andrew: So, I remember back when I would apply for these kinds of jobs, often what I would do is go into the store or into the restaurant, and just go to the front desk and ask directly "**Can I speak to the manager?**" If the manager was busy then I would say, "Oh, can I have an application form?" Or "Can I come back when the manager is available to chat with?" But you know, usually the manager will come and speak to you, especially if they're looking to hire somebody new, right? They don't want to let that opportunity go to hire a good person.

Kassy: Yeah, sometimes, you know, they're desperate for workers.

Andrew: These days, especially yeah, yeah. So that's what you can do, guys, you can just go into the store, go into the restaurant, and ask to speak to the manager. "Can I speak to the manager, please?" Or "I would like to apply for a job." One of those expressions would be perfect. And so, Kassy, next what happens is the manager comes out and introduces herself, right? Says, "Oh, I'm Kim." And the applicant says, "I'm Dave, nice to meet you." "Nice to meet you." Just some friendly light conversation, a little bit of small talk. And then the manager confirms with Dave that he is in fact looking for a job. She says, "I heard you're looking for a job." And he says "Yeah, that's right." And then what she does is introduce some of the available positions that are at the restaurant, right? And some of these I think our listeners will know like line cook. Actually, I know our listeners will know what a cook does. But what is a line cook specifically?

Kassy: In a restaurant you need to get food out as quickly as possible. So, if you're on the line, it means like you're doing one or two specific tasks to get that food out as fast as possible. Maybe you're the one flipping the steaks or preparing the salad, but you've got your one role in the line of tasks needed to make those meals.

Andrew: It's almost like an assembly line and you are one of the workers in the assembly line. But instead of putting together a car or a computer, you're putting together a delicious meal, right? So, one of the positions that's available is a line cook. Another one is a busboy, busboy. In fact, I did some bussing when I was in university. This conversation really rang true because it kind of sounds like something that's happened in my real life before. But a busboy is a person in a restaurant, who does kind of a lot of the back and forth between the kitchen and the dining room. You're either bringing out food for customers, or you're cleaning up the table after they leave, or you're taking away their plates after they finish their meal. That kind of job is what a busboy does.

Kassy: Yeah, busboys don't usually interact with the customers, but they're doing all the behind-the-scenes stuff.

Andrew: Exactly. And then, of course, a server. A server is similar to a busboy in that they go back and forth between the kitchen and the dining room. But they are the ones who interact with the customers, take the customer's orders, and you know, greet them and are friendly to them and ask, "Do you need a refill?"

Kassy: Hopefully, they're friendly.

Andrew: So, Kassy, the manager, Kim, she asks Dave about his experience. And I think this is a very good question to prepare in advance of applying for a job because often that can be a make it or break it kind of answer, right? If you have some experience, and you can talk about that experience, clearly, then it's going to be really good for you and increase your chances of getting chosen for a job interview. And the manager Kim, she asks Dave about his experience, right? She says, "**Do you have any experience** working in a restaurant?" Kassy, if a hiring manager were going to ask questions about your past experience like this, are there any other things you should keep your ears open for any other ways they could ask this kind of question?

Kassy: Yeah, maybe in general, they might ask, "Do you have any work experience?" Or "Have you ever worked in this industry before?" Industry means like this type of work, the restaurant industry, the manufacturing industry, the fashion industry.

Andrew: Or maybe, "Have you ever tried this before?" Right? "Have you ever tried working in a restaurant before?" Something like that, but I think that is a question that you should be prepared to answer because it's very likely that a manager will almost do a mini interview with you, right? When you're applying for a job, you're talking to the manager and it's almost like a mini interview right from the start, you want to make a good impression. And they're going to ask you a few simple questions like this about your experience. So, it's good to have an answer prepared in advance.

Kassy: Yeah, also, because it saves their time and yours. If they ask a couple of quick interview-like questions now, then they can get a feel of whether or not they want to do a real, formal interview with you later or if they want to pass. They got bad vibes from you.

Andrew: That's right. Going on a little further in the conversation, the manager asks Dave about his availability. And she asks him very directly, she says, "How many days will you be available to work?" This word availability is a good one to know because I feel like a lot of managers will just say, "**What's your availability?**" Or "What's your availability like?"

Kassy: Exactly, and this is a good time to be honest, right? Again, if you can only work two days a week, and they need to hire someone who can work, you know, five or six, then they're not gonna want to interview you. So, make sure that you say clearly upfront how many days you really can work.

Andrew: Exactly. You could also say your preference, right? "I'm available Monday and Tuesday mornings, and Thursday and Friday afternoons." Something like that, right? So, you can be very clear about how much you want to work. I feel like these kinds of jobs, you want to be honest and upfront from the start, rather than try and negotiate a different

schedule, once you get hired, it's better to say, "I am available at this time only." And then get the job and stick to that schedule, rather than to say, "Oh, I can work anytime." And then after you get the job, say, "Oh, actually, I can't do Wednesday mornings, I'm sorry." Like, that's not going to be good.

Kassy: Yeah, the manager will get like a bad first impression. It's not their first time meeting you, but it's your first time working on the job, and they're gonna go, "Why did I hire you?"

Andrew: Right, right.

Kassy: After that, we got into the nitty-gritty details of what is required for working at a job. What kind of documents you need, what kind of skills you need.

Andrew: Yeah. And so, the manager says, "That in order to apply for the job, you'll need to submit some documents, including your Social Security Number, two **valid forms of ID**, proof of residence, and an application form." And although when you apply for a job, you should always have a cover letter and CV or resume prepared. Many places will also ask you to fill out an application form, it's kind of annoying, because usually all of the information is already in your resume, right? But you have to fill it out again. I always hated doing that. But it's just the way the world works. Kassy, let's run through some of these documents. A Social Security Number, this is an American number, right? Americans have this, as a Canadian, I have a Social Insurance Number. Same thing, different name.

Kassy: Yeah, in the States, you need to have this number for tax purposes. So even if you are a student from a foreign country, you can still get some form of Social Security Number, you just have to apply for it. And then once you have that you can apply to jobs.

Andrew: Right. So, you need that number. And then also for this job, you have to show some valid forms of ID, valid forms. What does valid form of ID mean?

Kassy: It means forms of identification that are traceable, like they can make sure it's not faked or stolen.

Andrew: Or expired.

Kassy: Exactly, yeah.

Andrew: Yeah. So, when we talk about valid forms of ID, we're usually talking about very official forms of ID, right? Something that's government issued, maybe a passport, driver's license, something like that, not like your membership card to the sandwich of the month club or something like that, right? It has to be more official. And finally, the manager says that he will need to provide his proof of residence, proof of residence. So, what's that exactly?

Kassy: A residence is where you live. So, you need proof of an address. It could be a like bank statement of a bill that you paid like water or electricity bill, or it could be the signed lease if you rented some sort of apartment or something like that.

Andrew: Yeah, exactly. I think a lot of times just a bill works. Like if you receive mail at your house, you get phone bill, electricity bill, something like that, you can just submit the bill. So, it doesn't need to have to be an official document or something. It can just show that you live there and you're receiving mail there. So, the manager then kind of gives Dave the rundown, the rundown, the explanation, the rundown about what he needs to do before he can get hired. I have a feeling like the manager likes him, right? Like, it feels like he's going to get this job as long as he can do what the manager would like before the interview. So, she asks him to study the menu and study the employee manual, and then come back at a different time a few days later, for a final interview. And she's going to give him a test and see how well he studied the menu and how well he knows the menu. Kassy, is this common for people to have to do this?

Kassy: I worked at three restaurants in high school and university and two of them did this in my initial interview.

Andrew: OK, so you had to study the menu?

Kassy: Yeah.

Andrew: All right. I worked in restaurants as well but never as a server. So, I never had to do that, but....

Kassy: Yeah, servers need to memorize everything.

Andrew: Yeah, yeah, it's true. All right. And then finally, at long last, they set up an interview, right? "Let's set up a time for a final interview." Is what the manager said, I guess they'll do a final check. You know, make sure. Ask him some more detailed questions to make sure his personality is a good fit for the workplace. It's almost like a test, right? That knowledge test about how much he learned about the menu and the employee's handbook. So, they set up an interview and the way that they set up the interview is by asking the question, "Does Thursday at 2:00 pm **work for you?**"

Kassy: Yeah. And this could be any time, "Does Monday 11:00 am work for you?" And this student was very accommodating and said, "Yes, of course that works." But you don't have to say that. You could say, "That doesn't work for me. How about this time?"

Andrew: Yeah, exactly. So, I think this is a really good question style to know, right? Whenever you are asking this style of question, you are trying to know about somebody else's opinion and about their schedule, right? So, if you're setting up any kind of appointment, it doesn't have to be just for a job interview. But any kind of appointment or meeting between people, you can use this question pattern, right? "Does Wednesday at noon work for you?"

Kassy: "Ah, no but I could do 2:00."

Andrew: Right, it's something like that, right? And when you're answering the question, you could say, "Yeah, that works." Or "Sorry, that doesn't work for me." And suggest a different time, like you said. So yeah, very, very useful question and answer pattern there. So finally, after they set up the time for the interview, the manager asks one last question. And she says, "Do you have any other questions?" That is her last question. And the way that Dave responded, I think is really nice. What did he say, Kassy?

Kassy: Dave said, "No, that's it for now. **Thank you for the opportunity.**"

Andrew: That's it for now. What does it mean, that's it for now?

Kassy: It means yeah, "Right now, I don't have any other questions. But maybe when we meet again, I will."

Andrew: I think it's a really nice way to say no, right? "Do you have any questions?" "No." That sounds a little bit rude or like you're not interested in the position. But if you say something like, "That's it for now.", it means that you don't have any questions at the moment, but you're still interested in it. And it's likely that you will have some more questions prepared at the time of the interview.

Kassy: This is a really common phrase. And I'm pretty sure if somebody asked me, "Any other questions?" And I didn't have any, I would probably respond with "No, I'm good." Or "No, that's it for now." I also liked how this student ended with, "Thank you for the opportunity." This is a polite way to say, I appreciate you coming to talk to me. Don't forget about me. I'll be back to finish the interview. Thank you so much.

Andrew: It's a really polite thing to say in this kind of situation when you're applying for a job. But Kassy, I have a question for you. And that question is, what happens if you didn't

get a job interview? Like this guy was lucky, he got selected for a job interview right away. But what happens if the manager was just like, "Oh, thank you for your application, and we'll look it over and we'll be in touch." What would you say in that situation? Would you still say thanks for the opportunity?

Kassy: I would because you never ever know if that door is fully closed. If you're polite, and you end on a good note, there is a chance that if a position is opening down the road, they might call you. "Hey, are you available? Would you like to interview now?" And you can say "Oh, yeah, thank you." But if you don't do that, if you end the interview with like, "Thanks, but no thanks." They're not gonna call you back ever.

Andrew: Right. So, you should always be polite even if it feels like you might not get an interview, you could still say, "Thanks for the opportunity." Or what I usually say in that situation is something like "Yeah, I look forward to talking with you again." Something like that. "I look forward to meeting you again."

Kassy: We are almost at the end of today's episode, but before we go, let's summarize a little bit of what we covered today.

Andrew: Sounds good. So today, we learned about how to apply for a job at a restaurant or really any kind of part-time job.

Kassy: Yes. And we learned what things you'll need when applying for a part-time job, what questions you might be asked when you apply and how to respond.

Andrew: That's right. So, we learned expressions like, "I'd like to apply for the job." And also, the question, "How many days will you be available to work?" Or, "What's your availability like?"

Kassy: We also learned the expressions such as, "Help wanted", "Busboy", "Government issued", and "To set up a time."

Andrew: And finally, we learned the expression, "Thank you for the opportunity." And we use this phrase to show that you would love to work at that job and hope they consider your application.

That brings us to the end of this lesson. Talk to you next time, bye.

Detailed Explanations

Can I speak to the manager?

Expression

You've seen a "Help Wanted" sign outside of a restaurant and you walk inside to find out more about the position. What should you do next?

In this episode's example conversation, job applicant Dave tells the server, "I saw the 'Help Wanted' sign in the window. I'd like to apply for the job." This is a great and direct way to get the conversation started. However, if the employee you speak to is not the manager and they give you a paper application before you leave, you may have lost an opportunity to make a good impression on the manager. For this reason, it's a good idea to try to speak with the manager if possible. Andrew mentions that when he used to apply for part-time jobs, he would say, "**Can I speak to the manager?**" or "**Could I come back when the manager is available to chat?**"

You can also try asking for the manager using an embedded question. It sounds polite to say, "Hello, I was wondering if the manager would be available to chat about any open positions right now," or "Could you tell me if the manager is here today?" Embedded questions are a common way to politely start a conversation, make a request, or ask for information.

Here are a few more examples with "**Can I speak to the manager?**":

Patty: Hi there, welcome to our café! What can I get started for you?

Max: Hi, thanks. I'm actually here to find out more about open job positions you have. **Do you think I could speak to the manager?**

Pat: Oh, perfect! We really need the help. I'm actually the manager here. My name is Patty, it's great to meet you.

Yvonne: Excuse me, I saw a help-wanted sign outside the building. **Can I speak to the manager** about the job?

Tyler: I'm sorry, but he's not in today. I can tell you that we're looking for servers right now.

Yvonne: Oh, that's too bad. Okay, I have some experience waitressing. Do you have a job application I could fill out and bring in when the manager will be here?

Do you have any experience?

Expression

Once Dave and the manager, Kim, introduce themselves, Kim tells Dave about the available positions and asks if he has any experience working in a restaurant.

During the job application process, one of the most common questions you'll hear is "**Do you have any experience?**" This question is asked to determine whether you have volunteered, interned, or worked in a similar field before.

For instance, let's say you're applying for a job at a pet supplies store and the manager asks if you have any experience. She wants to know if you've worked in retail or with animals before. If you don't have any relevant experience, you can describe related skills and interests in your answer instead of just saying no. For example, you can say, "I haven't worked at a pet store before, but I've had some jobs related to customer service, and I love animals. I have three dogs at home."

A manager may also ask you to "describe your related work history" or "tell me about your job history." Although these are not explicit yes or no questions about your experience, they are still important opportunities for you to showcase your skillset and work experience. Think ahead about what kind of skills would be useful for the job you're applying for and emphasize those.

Here are a few more examples with "**Do you have any experience?**":

Teresa: Thanks for your interest in the barista position! So, **could you tell me if you have any experience?**

Thomas: Of course. I worked in a café when I was in high school and another one when I was in college. I've also had a job in retail, so I'm very used to customer service.

Teresa: Excellent!

Manager: First, I'd like you to **tell me about any relevant work experience** you may have.

Nina: Certainly. Although I have not worked in a café before, I used to be a line cook for a Greek restaurant downtown and I've worked in retail before as well. I love drinking coffee and I like to experiment with different styles at home.

Manager: That sounds great. We will train you how to make good espresso drinks, but it's also important that you try and enjoy our products and are able to help customers with their coffee selections.

What's your availability?

Expression

After Dave explains his past work experience, Kim asks him **“About how many days a week will you be available to work?”**

“What's your availability?” and **“When are you available to work?”** are some of the most important questions when it comes to deciding which applicant to hire for a position. You'll likely encounter these very early on in the conversation when introducing yourself to a hiring manager. Kassy and Andrew agree that being honest in your answer is important. If you offer five days of the week during your first conversation with the manager, but then only three days when you have an actual interview, that will give a very bad impression.

There are many common variations of this question include, **“What does your availability look like?”** or **“What hours are you available to work?”** or **“Are there any days you can't work?”** or **“When are you looking to work?”** One simple trick to create a good impression is to focus on what you can do as opposed to what you cannot. If you say “I'm available Monday through Friday,” it sounds much better than “I can't work weekends,” even if the meaning is the same.

Here are a couple more examples with **“What's your availability?”**:

Gregory: It sounds like you'd be a good fit for this position, Laura. Now, **what hours are you looking to work?**

Laura: I've got classes during the day, so I'd be happy to work closing shifts. I can do any day of the week except Tuesdays, as I've got a long seminar on Tuesday evenings.

Gregory: That should work for us.

Catherine: Thanks for speaking with me about the position.

Matty: Of course. Thanks for stopping by the store! Now, let me start off with the most important question. **What's your availability like?**

Catherine: I'm available during the morning and early afternoons on weekdays and weekends.

Matty: Oh, okay. Unfortunately, we only need staff during closing shifts at this time.

Catherine: Oh, I see. I understand. Thanks for talking to me anyway, and please give me a call if you ever need to hire someone for an opening shift!

Valid form of ID / government issued ID

Noun

In addition to relevant job experience and suitable availability, **a valid form of ID** is typically required to get a job. Kim informs Dave that he “will need to submit some documents, including Social Security Number, two valid forms of ID, proof of residence and an application form.”

A government-issued ID such as a driver’s license, passport, permanent resident card, birth certificate, or employment authorization document is usually considered a valid form of ID. If you are unsure, you can always double-check with the hiring manager. In the example conversation, Kim explains that Dave’s student ID card will work as one of the two forms of ID, but he will also need a government-issued ID.

If you’re asked for proof of residence, you can usually bring a copy of your rental lease agreement, a utility bill, or a piece of mail with your name and address on it. You will need a Social Security Number (SSN) to work in the U.S. or a Social Insurance Number (SIN) to work in Canada. You should apply for one of these before you begin your job search, as some employers may not want to hire you if you don’t have one yet.

Here are a couple more examples with **valid form of ID / government issued ID**:

Connie: Thanks for chatting with me today! Here’s an application you can fill out. Please bring it back in at your earliest convenience along with your Social Security card and a **valid form of ID**.

David: Thank you. Could you tell me what you would accept as a **valid form of ID**?

Connie: Sure. A valid form of ID would be anything **government issued** – for example, your passport or a driver’s license. If you don’t drive, a state ID would work, too.

David: Got it. Thank you so much!

Monica: Do I need to bring any ID or additional documents when I submit my application?

Walter: Great question. Yes, we will need to see some form of **government issued ID**. Do you have a driver’s license?

Monica: I do. It’s from a different state, though.

Walter: That’s not a problem. As long as it isn’t expired, that will work.

Does [time] work for you?

Expression

If everything goes well, you will be invited for an interview after introducing yourself to the hiring manager. In the dialogue, Dave is offered a final interview and Kim asks him, **“Does Thursday at 2 pm work for you?”**

“Does [time] work for you?” is a common expression for setting up appointments and meetings. For example, when scheduling a check-up with your doctor, the receptionist at your doctor’s office may ask you, “Do afternoons work for you?” Similarly, when planning a lunch meeting with your boss, you might ask her, “Would 12:30 pm on Wednesday work for you?”

You could also use this expression for things like location (“Does our downtown location work for you for the interview next week?”) or conditions or terms of employment (“Would the night shift work for you?”).

Similar expressions to “Does [time] work for you?” include “How does [time] sound?” or “Shall we say [time]?” When responding to these questions, it’s important to be honest. You can say, “Yes, 2 pm on Thursday will work for me,” or “Unfortunately, that’s not a good time, but anytime the next day would work for me.”

Here are a few more examples with **“Does [time] work for you?”**:

Victoria: I’d like to set up an interview with you to discuss more details and review your application. **Would 5:30 pm this Thursday work for you?**

Chris: 5:30? Let me just take a quick look at my calendar on my phone. I actually have a doctor’s appointment at 4:30 pm. Could we make it 6:30 pm on Saturday just to make sure I arrive on time?

Victoria: Sure, that will be fine. **6:30 works for me.**

Josie: Hello, Peter? This is Dr. Smith’s office calling to reschedule your appointment.

Peter: Oh, yes. Thanks for calling.

Josie: Of course. It looks like Dr. Smith is available most afternoons next week. **Does 3:30 pm work for you** on either Tuesday, Wednesday, or Thursday next week?

Peter: 3:30 pm on Tuesday would be perfect. Thank you!

Thank you for the opportunity Expression

At the end of Dave's chat with Kim, she asks him if he has any further questions before they end the conversation. He tells her, "No. That's it for now. **Thanks for the opportunity** and I'll see you on Thursday."

Answering yes or no questions with one-word answers can often sound a bit rude or unhelpful in English. If you're trying to make a good impression with a potential employer, try adding a bit more detail to your response and end on a positive note. For example, if a manager asks you, "Does 3 PM on Saturday work for you?" don't just say "Sorry, no," but give some other options – "Sorry, that time doesn't work for me, but I could come in anytime on Sunday."

Similarly, when you've finished asking about a job position, try not to just end the chat with "OK, goodbye," or "I don't have any other questions." Try saying something like "**Thank you for the opportunity**," or "Thank you so much for taking the time to speak with me." These expressions will create a smooth and natural conclusion to your conversation and show your genuine interest and appreciation of the potential job.

A few more options for concluding the conversation could be "It was great to meet you and I look forward to hearing from you," or "I appreciate you answering all of my questions today, thank you for all the information," or "Thank you very much for your time and consideration today."

Here are a couple more examples with "**Thank you for the opportunity**":

Jessica: Alright, so we'll meet again this Saturday at 1 PM. Any final questions for me?

Freddy: No, you've answered all of my questions. **Thanks so much for the opportunity** and I look forward to seeing you on Saturday!

Jessica: I look forward to it, too! Have a great week and see you then.

Edward: I'm afraid that your job experience and availability don't quite fit with what we're looking for. Still, thank you for taking the time to apply and interview for the position.

Mary: I understand. **Thank you for the opportunity.**

Edward: Of course. Best of luck to you on your job search.

Mary: Thank you.

Quiz

1. What is NOT a common example of a “valid form of ID”?

- a) A driver’s license
- b) A gym membership card
- c) A passport
- d) A permanent resident card

2. What does your “availability” refer to?

- a) Your educational history or university degree
- b) Your job history and work experience
- c) When you are able to work or meet for an interview
- d) Which store location you are able to work at

3. If a restaurant manager asked you “Do you have any food service experience?”, which of the following would NOT be a good answer?

- a) Yes, I’ve eaten in restaurants before
- b) Yes, I worked at a café once
- c) Not in food service, but I have worked in several customer facing jobs before
- d) No, but I’m a fast learner and I have worked in retail before

4. Which of the following is NOT a good alternative for “Thanks for the opportunity”?

- a) Thanks for taking the time to talk with me
- b) I appreciate you giving me this opportunity
- c) OK, sounds good, bye
- d) It’s been a pleasure speaking with you.

5. Which of the following is the BEST response to, “Would an interview at 11 am on Tuesday work for you?”

- a) No, that doesn’t work
- b) Unfortunately, I’m busy that morning. Could you do sometime Tuesday afternoon or maybe Wednesday morning?
- c) Unfortunately, I can’t
- d) No

Writing and Discussion Questions

1. Describe your first job interview. What was the interview for? Did you get the job?
2. Do you get nervous before interviews? What do you usually do to prepare for job interviews?
3. Have you ever worked in retail or food service? What did you like about the job? What didn't you like about the job? If you've never worked in retail or food service, would you like to? Why?
4. What do you think are the most important qualities of a good employee? What do you think are the most important qualities of a good boss? Please explain.
5. What are some tips you would recommend for trying to make a good impression with a potential employer?

Quiz Answers

1.b 2.c 3.a 4.c 5.b

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