

Module 2

Scheduling an Interview for Postings Found Through Your Own Job Search

Produced with the collaboration of KnowledgeOne and
Le ministère de l'Éducation et de l'Enseignement supérieur (MEES).

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Objective

This lesson will provide you with the information needed to schedule an interview.



Reviewing Vocabulary

Recognize the correct words for dates and times

Common Words

Days of the Week

Months of
the Year

Time of Day

Common Words



Common words	Mots communs
Day	jour
Today	aujourd'hui
Tomorrow	demain
Yesterday	hier








Common words	Mots communs
Week	semaine
This week	cette semaine
Next week	la semaine prochaine
Last week	la semaine dernière

Common words	Mots communs
Month	mois
This month	ce mois-ci
Next month	le mois prochain
Last month	le mois dernier

Common words	Mots communs
Year	an, année
This year	cette année
Next year	l'année prochaine
Last year	l'année dernière





Days of the Week



Days of the week	Jours de la semaine
Monday	 lundi
Tuesday	 mardi
Wednesday	 mercredi
Thursday	 jeudi
Friday	 vendredi
Saturday	 samedi
Sunday	 dimanche








Months of the Year



Months of the year	Les mois de l'année
January	 janvier
February	 février
March	 mars
April	 avril
May	 mai
June	 juin
July	 juillet
August	 août
September	 septembre
October	 octobre
November	 novembre
December	 décembre

Time of Day



Times of day	Heures de la journée
Hour/o'clock	 heure
Morning	 le matin
Noon	 le midi
Afternoon	 l'après-midi
Evening	 le soir
Night	 la nuit
All day	 toute la journée

Review of Dates and Times

- The equivalent of o'clock or hour in French is "heure"
- French speakers use the 24-hour clock
 - 1:00 pm → 13h00
 - 6:45 pm → 18h45
 - 10:30 pm → 22h30



In the morning






In the evening

TIP

See the glossary for the pronunciations of numbers.

Review of Dates and Times



Times of day	Heures de la journée
Quarter past nine	 Neuf heures et quart
Half past nine	 Neuf heures et demie
Quarter to ten	 Dix heures moins le quart

When referring to time, you can:

- Specify the hour and minute
 - « Quinze heures vingt-trois » (15:23)
- Refer to the hour and quarter hours or half hours

State Your Availability



English	Français
Meeting	rencontre
Interview	entrevue
Recruiter	l'intervieweur, le recruteur
Availability	disponibilité
Available	disponible
Free	libre
Unavailable	non disponible, pas disponible, pas libre
To schedule an interview	fixer la date de l'entrevue
To schedule a meeting	planifier une rencontre, prendre un rendez-vous



General Phone Responses

Expressions you can use when **accepting** an invitation to an interview

- "Yes, thank you. I can attend the interview at that time."
🔊 « Oui, merci. Cette heure me convient parfaitement pour l'entrevue. »
- "I am available to meet at that time, thank you."
🔊 « Je suis disponible à cette heure pour vous rencontrer. Merci. »

General Phone Responses

Expressions you can use to **reschedule** an invitation to an interview over the phone.

- “Unfortunately, I am unable to attend the interview at that time. Is it possible to reschedule? I am available on Friday at 2pm.”
 - 🔊 « Malheureusement, je ne suis pas disponible à cette heure pour passer l’entrevue. Est-il possible de reporter la rencontre? Je suis disponible vendredi à 14h. »
- “I’m sorry, I am not available then, but I am available all morning next Monday”
 - 🔊 « Je suis désolé. Je ne suis pas disponible à cette heure, mais je suis libre lundi prochain en avant-midi.»

General Phone Responses

Expressions you can use to **decline** an invitation to an interview over the phone.

- “Thank you for your interest; but I have already accepted a position at another company.”
🔊 « Je vous remercie de l’intérêt que vous me portez, mais j’ai déjà accepté un poste dans une autre entreprise. »
- “Thank you for your interest; but I am no longer available to interview for positions.”
🔊 « Je vous remercie de l’intérêt que vous me portez, mais je ne suis plus disponible pour passer des entrevues. »

Role-play Scenario

Watch the following video to see examples of how to schedule an interview over the phone.

You will see an example of accepting an interview and of re-scheduling an interview.

Follow along with the provided PDF scripts (**Scenario_M2**) in the resource section.

Role-play Video 1: Accepting the Interview



Role-play Video 2: Rescheduling the Interview



Role-play Scenario 1 Review



Accepting the Interview
Correct interaction

The first scenario showed an example of how to properly accept an interview.

The applicant:

- Confirmed the date and time

Role-play Scenario 2 Review



Rescheduling the Interview
Correct interaction

The second scenario showed an example of how to correctly re-schedule an interview.

The applicant:

- Suggested an alternative time in the near future
- Provided a wide availability timeframe

TIP

Reschedule as early as possible – otherwise you could lose out on the position.

Workshop Preparation

Draft a scheduling response

How would you respond when asked to meet for an interview at a time you are absolutely unavailable?



Wrap-Up



You should now be able to recognize the vocabulary for time, dates, and availability.

Finally, you should have the tools necessary to accept, reschedule, or decline a meeting or interview in French.

THANK YOU

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