**BUSINESS ENGLISH**

**MDB3032**

**GR6**

**THE REPORT OF INTERVIEW**

**LECTURER:**

**MELDA YALCIN BITIGEN**

**STUDENT:**

**15071701**

**FERIDE BODUR**

**INTERVIEWER:** FERIDE BODUR

**INTERVIEWEE:** TUGBA AYDIN

**DATE:** 06.04.2019

**VENUE:** YEDITEPE UNIVERSITY \KAGISDAGI\ ISTANBUL

This report is about Tugba Aydın who works in the Human Resources Department of the Yeditepe University.

In the first part, brief information about Tugba Aydın and her career. Basic features of the Yeditepe university and the information human resources department are provided. In the second part, the topics discussed during the interview are presented. Finally, personal comments of the interviewer related to Tugba Aydin and the firm are given as a closure.

**About Tugba Aydın**

Tugba Aydin was born in 1984, in İstanbul. She graduate of Anadolu University from the business management. She started her career in Gemak Shipyard in 2005. After working there as an administrative assistant for 5 years. And than she started to work at Yeditepe university as an assistant in 2010. She promoted over time to become a manager.She has been working in that position in the human research department of Yeditepe university since 2010

**About Yeditepe University**

Yeditepe university was founded in 1996 by the Istanbul Education and Culture Foundation (ISTEK). In line with Atatürk's principles and with the contribution of a pioneering and distinguished academic and administrative staff, Yeditepe University aims to educate students who are inquisitive, innovative, well-equipped with technological skills, well-versed in world culture, have a solid identity, and are equipped with all the qualifications required by the business world. With its up-to-date academic programs and training, Yeditepe University offers an education compatible with the expectations of the information age.

**About the Human Research Department**

Human resources managers plan, direct, and coordinate the administrative functions of an organization. They oversee the recruiting, interviewing, and hiring of new staff; consult with top executives on strategic planning; and serve as a link between an organization’s management and its employees.

**Some of the interview questions with answers;**

**Me: What is your department responsibility for?**

**Mrs. Aydin:** Our department’s responsibility is to manage and report our employee’s servers. Plan and coordinate an organization’s workforce to best use employees’ talents. Coordinate and supervise the work of specialists and support staff. Oversee an organization’s recruitment, interview, selection, and hiring processesHandle staffing issues, such as mediating disputes and directing disciplinary procedures

**Me: What’s your role in the department?**

**Mrs. Aydin:** I check the recruitment documents of the recruited personnel, arrange the payroll and ensure that the staff follow the whole process until they quit.

**Me: Dou you feel satisfied with your position in the company?**

**Mrs. Aydin:** Our work load is demanding. We have to check our work carefully because we can not make any mistakes. So we are under constant stress.

**Me: If you could do so, how would you plan your academic study differently? Why?**

Mrs. Aydin: I wanted to be a chemical engineer because I loved my chemistry teacher in high school and I was interested in experimenting and producing something new but I did not go to university due to economic crisis in 2001. So I enrolled correspondence school.

**Me: How would you describe yourself?.**

**Mrs. Aydin:** I think, I amfair, determined, equitable, hardworking. At the same time helpful and instructor. I am passionate about my work. Because I love what I do, I have a steady source of motivation that drives me to do my best. In my last job, this passion led me to challenge myself daily and learn new skills that helped me to do better work.

**Me: What qualities should a successful manager possess?**

#### Mrs. Aydin: A successful manager should has important qualities like decisionmaking, interpersonal, leadership, organizational and speaking skills. And also honest, responsible, make empathy, creative, optimistic

**Me: What have you learned from your mistakes?**

**Mrs. Aydin:** I have learned never to give up, to think well all the time, to turn the mistakes into opportunities and not to be biased.

**Me: What are your future plans in your business life?**

**Mrs. Aydin:** I would like to be in a position to work more effectively than my company

**Conclusion**

To summarize, Mrs. Aydin says’ I have learned never to give up, to think well all the time, to turn the mistakes into opportunities and not to be biased’ and than she says ‘I am passionate about my work.’ I realized that even if this profession was not your dream, you would always be successful with labor and determination. And than they work under stress because they have to check their work carefully and can not make any mistakes so business life is more difficult than college life.