

Job interview

- Send your CV to your partner
- Tell him/her, which job you want to apply for (either choose an ad from pages 50 – 51 or apply to a place in Kouvola you would like to get a summer job from)
- Your partner represents that employer and interviews you for a job
- After your interview, change roles and interview your partner as a representative of the company s/he would like to work for

Structure of a job interview

- Greetings + welcome
- Small talk to get the interviewee to relax
- Questions about the interviewees background: personality, interests, school
- Questions about their work experience
- Questions about the specific qualifications needed in the job they are being interviewed for
- Questions about the job from the interviewee to the potential employer
- Friendly conclusion, practicalities (when will they know if they will get the job), goodbye