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| *Stage 1 The job Advert*  Complete these notes to describe the type of person you are looking for in each job.  **Marketing assistant Administrative assistant**  Experience: Experience:  Qualities: Qualities: |
| *Stage 2 Arranging the interviews*  The job advert is written. You now need to arrange a day for interviews.  Find a day when you are both free to interview people.  Student A. go to file 20.  Student B. go to file 45. |
| *Stage 3 Preparing for the interview*  With your partener, create two short candidate profiles for each job, for example, experiencce and knowledge needed for the job.  Decide on some questions you want to ask. |
| *Stage 4 Holding the interviews*  Join with another pair. Take turns to interview each person in the orther pair for the job |
| *Stage 5 Choosing the candidate*  Go back to your first partner.  Discuss each candidate and decide which one to choose for the job. |