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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. |