The job interview – Sharing

The job interview can be divided into three main parts: the beginning (the opening), the middle part and the end (the closing). If you know this format, you can better prepare for this interview. Try to place the items below in the schedule of the interview. Just enter the letter in one of the circles.

**a)talking about the salary b)telling about your experience**

**c)telling why you are there**

**d)telling why you want to do the job**

**e)mention your good sides**

**f)telling what you are good at**

**g)telling about your education**

**h)saying your name i)submit your resume**

**j)ask a last question to show that you’re interested**

**k)explain how you do something that relates to work**

**l)** **the employer who tells something more about the job**

**m)** **explain why you are a good candidate for the job**

**n)thank the employer for the inteview**

**o)shake hands p)** **tell how you are going to work**

**q)knock on the door r)** **introduce you extensively**

**s)** **briefly introduce you t)** **tell about your skills**

**u)** **sit down when the employer offers you a seat**

**THE INTERVIEW**

**MIDDLE PART**

**BEGINNING**

**ENDING**