

Group Assignment 2: Interview

1. The role of interviewers

- Well dress
- Announce the hiring job vacancy to Interviewees
- Divide roles for each member and prepare name tags for each
 - The board of interviewers:
 - Head of department who is seeking applicants
 - The board of directors
 - Head of HR department
 - Secretary
 - ...
- Preparing a set of interview questions
 - Set of interview questions:
 - Traditional questions
 - Behavioral questions
 - Situational questions
 - Skill questions
- Make decisions of hiring employees

2. The role of interviewees

- Each member must prepare their own Résumé.
- Preparing for the interview
- Well dress
- Show your appreciation to the company