

## **Job Fair Project – Appendix A (Company Profile and job opening)**

### **COMPANY INFORMATION**

What does your company do?

Where is your company located?

Who are your clients or customers?

What is your company's slogan? (For example, Nike's slogan is, "Just do it." McDonald's slogan is, "I'm loving it." Adidas's slogan is, "Impossible is nothing.")

What is the NAME of your company:

### **JOB OPENING**

What job opening do you have now?

What will the person who does this job do? Please be specific.

What qualities/characteristics are you looking for in your new employee? (For example, "We are looking for someone who is bilingual, good with computers, and dedicated.")

Is this job full-time or part-time?

What is the monthly salary for this job?

Is there anything else you need to mention about this job?

# RESUME

**Name:**

**Biographical Information**

Age:

Gender (Male/Female):

Hometown:

**Education**

University:

Degrees/major/graduation month and year:

**Employment History** (Include part-time jobs, internships, volunteer work, etc.)

<b>Job</b>	<b>When employed</b>	<b>Company</b>	<b>Job duties</b>

**Awards/Training/Experience/Abilities/Skills/Hobbies Related to Working**

**What things are most important for you in a job? (Money? Challenge? Friendly co-workers?)**

**What are your strengths?**

**What are your weaknesses?**

**What is the minimum salary that you will accept?**

## **Job Fair Project – Appendix C (interview questions)**

As company president you will give three 12-minute interviews. You should prepare at least 10 questions in each interview. These are just samples. YOU DO NOT HAVE TO USE THESE. They are just suggestions.

### **General ice-breaking questions**

- *Tell me about yourself.*
- *Why are you interested in working for our company?*

**Can you think of any other general ice-breaking questions?**

- 1.
- 2.

### **Education/experience questions**

- *So, I see you are a regional development major. How do you like your major?*
- *Tell me about your work experiences so far.*

**Can you think of any other education/experience questions?**

- 1.
- 2.

### **Strengths/weakness/character questions**

- *What are some of your biggest strengths, and how do you think they might help you with this position?*
- *What are some of your weaknesses, and what are you doing to address them?*

**Questions specific to your company** – You should ask each candidate at least one or two questions specific to your company/job. Think about what qualities your company needs in a candidate and ask questions that give candidates a chance to talk about the extent to which they have them.

- *At our company, we need people with a background in intercultural communication. Tell me about your experiences with intercultural communication.*
- *How comfortable are you in an English speaking environment?*

**Write two or three additional questions specific to your company.**

- 1.
- 2.

**Questions specific to a candidate** – You should ask each candidate at least one or two questions that are specific to his/her experiences. To do this, look at his/her resume, find something interesting/relevant to your company, and ask about it.

- *I see on your resume that you teach at a cram school. Tell me more about some of your responsibilities there.*
- *Your resume says that you are a language exchange partner. How do you think this experience has helped you with your English skills?*