

Job interview – Roleplay: how to get your very first job

Document for the student

File for the recruiter

Names of the recruiters: _____

Name of the candidate: _____

1. Check the job description (in French) corresponding to the application of the job seeker on [Onisep.fr](https://www.onisep.fr).

Write questions (in English) which may be pertinent for the job.



2. Here is a list of questions which are recurrent and typical of a job interview.

Those in blue (number 1, 6, 17 and 22) are the most frequent and you should ask them.

You may choose the questions you would like to ask during this job interview, among the ones listed below, in terms of education and degrees, professional experience and competences.

Take notes during the interview, to give proper feedback to your schoolmate who plays the candidate. Indicate the positive points as well as the points to be improved.

Be understanding. Later, during this session, you will be the one to receive advice too.

1. Introduce yourself. / Can you tell me about yourself?

Notes of the recruiters: _____

2. Tell me about your educational background: your school experience, projects and degrees.

Notes of the recruiters: _____

3. Did you have any training periods in firms or organizations? What about them?

Notes of the recruiters: _____

4. What is your professional goal?

Notes of the recruiters: _____

5. Why are you interested in this job?

Notes of the recruiters: _____

6. Why are you applying for this job in our company? Why are you interested in our company?

Notes of the recruiters: _____

7. What skills can you bring to our company?

Notes of the recruiters: _____

8. How do you imagine the job we are offering? What are your expectations?

Notes of the recruiters: _____

9. Do you think you can fit this job? How and why?

Notes of the recruiters: _____

10. In what field do you feel yourself as being the most competent?

Notes of the recruiters: _____

11. What are your specific skills and what is your experience in this job in particular?

Notes of the recruiters: _____

12. What are your motivations for this position in our company?

Notes of the recruiters: _____

13. Can you tell me the reasons why I should choose you among other candidates?

Notes of the recruiters: _____

14. Do you speak any foreign languages?

Notes of the recruiters: _____

15. Do you prefer working by yourself or in a team?

Notes of the recruiters: _____

16. Have you ever been a manager?

Notes of the recruiters: _____

17. What are your strengths and your weaknesses? What could you improve?

Notes of the recruiters: _____

18. How do you feel as a person who has responsibilities in a company?

Notes of the recruiters: _____

19. What is your biggest accomplishment?

Notes of the recruiters: _____

20. How do you organize your work, your tasks?

Notes of the recruiters: _____

21. Can you talk about an experience in which you showed a spirit of initiative?

Notes of the recruiters: _____

22. Do you have any questions?

Notes of the recruiters: _____

3. Points of vigilance - Tick "yes" or "no", according to the prestation of the job seeker.

	YES	NO
1. Positive and smiling attitude		
2. Communicative eye contact		
3. Seats comfortably, well-balanced body language		
4. Open arms and general opened attitude		
5. Appropriate outfit for the job interview		
6. Confident and communicative		
7. Is on time for the interview		
8. Has come to the interview with appropriate printed documents such as the job offer, information about the company, CV, application letter		
9. Portable telephone off during the interview		