

## ***Instructions***

***HELLO!***

*Here's a concise guide for your oral presentation about job interview following or taking the video above as an example.*

### ***Interviewee Guideline***

- 1. Introduction:*** *Use of Greeting, stating the purpose of your presentation*
- 2. Background:*** *Briefly introduce the Company and position you applied for, highlight why you were interested in the job.*
- 3. Preparation:*** *briefly discuss how you prepared for the interview, talk about previous experiences, references and mention lessons learned*
- 4. Conclusion:*** *Summarize key points, express Gratitude for the opportunity, ask questions to the interviewer.*

### ***Interviewer Guideline***

- 1. The interviewer is asked to ask questions to the interviewee about personal details, experience, Previous jobs.*
- 2. The interviewer have to state to the interviewee company's situation, expectations, regulatory and salary.*

### ***Note***

- 1. The presentations will take place Starting from the next week (30/11/2023)*
- 2. Each students need to choose a partner to work with, one will take the role of the interviewer and the other is the interviewee.*
- 3. The presentations are evaluated.*

***BEST OF LUCK***