

## Role cards for interviewers

**1**

You are interviewing for a part-time librarian post. It will be a short-term contract to cover maternity leave.

**Profile of the ideal candidate:**

- Book lover
- Prepared to work flexible hours
- Previous experience not essential, but desirable
- Able to work well alone
- Organized

You have three minutes to speak to the interviewees. You have to decide who you would like to employ. At the end of the interviews, you'll be asked to explain who you chose, and why. Before you begin, think about and write down the questions you are going to ask.

**2**

You are interviewing for a tele-marketing post for a well-known mobile phone company. It is a three-month, non-renewable contract. Basic salary with commission.

**Profile of the ideal candidate:**

- Good interpersonal skills and telephone manner
- No experience necessary, but experience in sales or marketing a bonus
- Determination and drive essential
- Able to work well under pressure

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**3**

You are interviewing for a toy shop supervisor post. Three-month trial period leading to permanent, full-time contract. Job share possible.

**Profile of the ideal candidate:**

- Proven team leader
- Excellent organizational skills
- Basic accounting knowledge
- Some knowledge of what toys are popular at the moment would be appreciated

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**4**

You are interviewing for a car park attendant post. Full-time job which sometimes includes 24-hour shifts. Permanent contract.

**Profile of the ideal candidate:**

- Would suit a solitary person who isn't easily bored
- Numerate
- Able to take on-the-spot decisions
- Able to deal with difficult or aggressive customers
- Physically fit

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**5**

You are interviewing for a job as a messenger for a company which uses bikes and motorbikes to deliver letters and packages. Six-month contract with possibility of extension. Some Saturdays.

**Profile of the ideal candidate:**

- Able to ride motorbike (licence required) or bike in city centre
- Reliable and trustworthy with confidential documents
- Organized and punctual
- Good knowledge of city

You have three minutes to speak to the interviewees. You have to decide who you would like to employ. At the end of the interviews, you'll be asked to explain who you chose, and why. Before you begin, think about and write down the questions you are going to ask.

**6**

You are interviewing for the post of care assistant at an old people's home. Alternate morning / evening shifts. One weekend a month.

**Profile of the ideal candidate:**

- Caring personality, with experience of older people
- First aid knowledge an advantage
- Ability to take decisions on own
- Must be a team player
- Available to work overtime

You have three minutes to speak to the interviewees. You have to decide who you would like to employ. At the end of the interviews, you'll be asked to explain who you chose, and why. Before you begin, think about and write down the questions you are going to ask.

## Role card for candidates

You are out of work and desperate for **any** job (you really need the money). You are going to be interviewed for some of following jobs:

- Care assistant at old people's home
- Bike messenger
- Car park attendant
- Assistant librarian
- Toy shop supervisor
- Tele-marketing post

The interviews will last three minutes each. You really want to sell yourself well at the interview! Think about the following questions you might be asked and make some notes. You can use real information about yourself, or invent some. Once you have decided on your answers, you mustn't change them.

- What do you consider your main skills?
- What previous work experience do you have?
- How physically fit are you?
- What kinds of contract would you prefer (part time / full time / temporary / permanent?)
- Are you prepared to work overtime and at weekends?