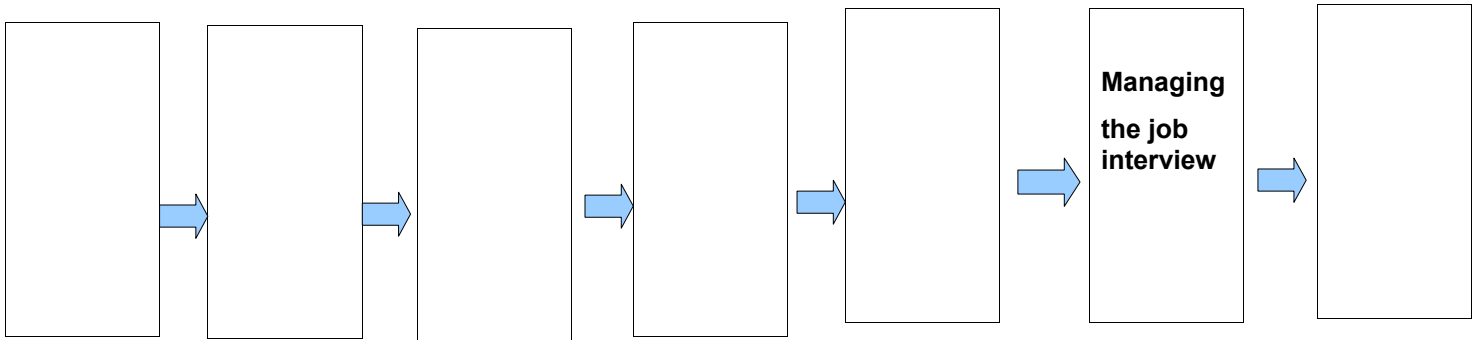


The job hunting process : looking for a job

Fill in the chart below with the different steps of the job hunting process in the right order.

- Researching jobs (attending job fairs, reading job ads...) - managing the job interview
 - determining a job/career objective - negotiating salary and terms of employment
 - identifying skills and abilities – producing Cvs/resumes and covering letters
 - conducting informational/networking interviews (to learn about the real-life experience of someone working in the field or company that interests you.)



The recruiting process : finding an employee

Fill in the chart below with the different steps of the selection process in the right order.

interviewing candidates - making a job offer - advertising the job - making a shortlist of candidates - reviewing CVs - testing the candidates' skills.

