

17

**Speaking.** Work in small groups to discuss the questions below.

- a. What qualifications, skills, and characteristics would a person need to make a good candidate for your own job?
- b. Who does the hiring and firing in your organisation?
- c. What makes a good employer? Which organisations are considered the best employers in Finland?
- d. How many employees are there in your organisation?
- e. Do you think psychometric tests are useful? Would you hire a person who performed well on a psychometric test but interviewed badly? Give reasons for your answer.
- f. What kind of benefits and compensation in addition to salary should be included in a work contract?
- g. What information should a good curriculum vitae contain?
- h. Do you think that a covering letter is an essential part of a job application? Give reasons for your answer.
- i. What kind of questions were you asked in your last job interview?
- j. What advice would you give to someone who is job hunting?