



FINAL PROJECT

Job Information Sheet

Did you search on indeed for a job? YES NO

City / State

Job Title

Company Name

The Job Description

What personality traits are needed?

Personality Trait

Personality Trait

Personality Trait

Is Experience required? How much experience?

What are the job duties or skills?

Job Duty

Job Duty

Job Duty

Is education required? What education?

(High School diploma, GED, BA)



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Job Interview Sheet

Tell me about yourself

Why should we hire you?

What is your greatest strength?

What is your greatest weakness?

Why did you leave your last job?

Where do you see yourself in 5 years?

Do you have any questions for me?