

**For Group 1**

1) Working in groups, prepare a job specification for the following jobs:

- a) A customer service representative at a bank
- b) A bank manager

2) To what extent do these job specifications differ from each other? Provide a detailed job description for each of the above-mentioned positions and create a job advertisement for each.

3) In groups, discuss and compile examples of “the worst interview I ever had.” What was it about these interviews that made them so bad?

Dear Students,

- Answer all the questions and work as a group.
- Prepare in a professional format with a cover page including the name of the Group, name, surname, student #, department of the Group Members; course code, course name, etc.
- Use Microsoft Office Word program. Hand-writing is not accepted.
- **Get a print out** and submit to me until **Thursday, December 22,2016 !!!**
- Late submissions will not be accepted after this date!!!
- I will accept only the groups written on the list !
- You may copy some information from internet, but do not forget to include reference link information list.
- Do not attempt Plagiarism. You automatically get **0 (zero)**. Do not copy from other groups.

If you have any questions please do not hesitate to contact me [izzet.atalay@emu.edu.tr](mailto:izzet.atalay@emu.edu.tr)