

For Group 2

1) Working in groups,

- a. Prepare a job description for administrators and lecturers in your university or any university.
- b. What are the differences, and similarities in the job descriptions?
- c. Why are the job requirements different?

2) Use the Internet to find employers who now do preliminary selection interviews via the Web. Do you think these interviews are useful? Why or why not? How would you improve them?

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