

Preparing the job interview: Periodisation of my working life

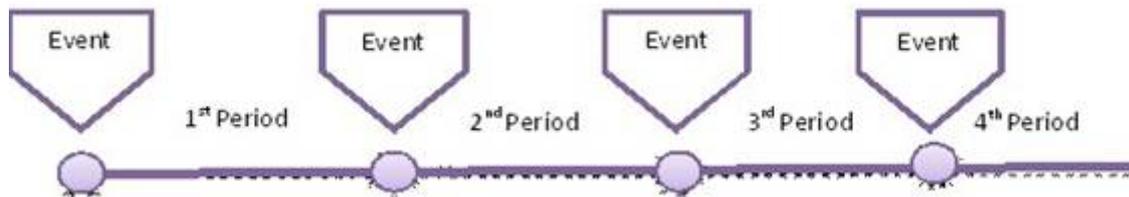
The tool “Periodisation of my working life” will prepare the newcomer in a hiring process. It can be used to ease the storytelling of newcomer’s working background during an interview.

A trainer/counsellor can guide this process and make the preparation.

The candidate with a culturally diverse background will be asked to divide her/his life according to significant events to her/his working life. Some examples could be a new job, a job promotion, an occupational accident, leaving permissions, etc.

In some national contexts, as the Spanish one, a large number of newcomers and refugees come from countries where the national language is the same that the host country one. Therefore, people do not have to overcome language barrier.

In case that the language barrier exists, the tool can be adapted by using other supporting materials as pictograms, images, video, etc. and/or adapting the language to the level of the group.



The newcomer will try to define the date of the event and relevant information.

When possible, according to newcomer’s language skills, the counsellor will try to get as much relevant information as possible and ask related questions, mainly focusing on skills, and so better understand his/her background, such as:

- What responsibilities did you take?
- Did you take an important decision regarding to that event?
- How did you manage that uncomfortable/problematic situation?
- How was the relationship with your boss/ colleagues?
- How did you feel by working individually/ in teams?
- Etc.

The newcomer will gain self-confidence and s/he will be able to explain her/his working background, experience and skills following a chronological order and focusing on relevant information.



<http://www.ssf.org.es>