

## HANDOUT A

work experience vacation medical

insurance bachelor / masters / MBA degree

training salary overtime housing promotion work

environment transcripts experience

personality language abilities references

letters of recommendation

honesty equality grades office work

schedule breaks

## HANDOUT B

1. What is your current salary?
2. What is the salary range on offer?
3. What is your work experience?
4. Where is your company located?
5. What did you study in school?
6. What languages can you speak?
7. Is there a chance for promotion?
8. What