

# Job ads

Mock Job Interview: kick off session!

Instructions

# Interview session: guidelines

This interview simulation is the culmination of your work during this semester on building your own application.

You will do 2 mock job interviews of 15 minutes each. As a group, you will investigate on the company, the position and the skills required. You will prepare a series of questions. Each member should get ready to answer these questions in a personal way (use your own profile, diploma, skills, qualities, hobbies to provide information about you).

During the 2 sessions, you will be a candidate and then a member of the jury (or vice versa - **random draw before starting the interview**).

As a candidate, you will be asked questions by the jury composed of 2 students and the teacher.

As a member of the jury, you will ask prepared questions to each candidate, but also spontaneous questions.

While you are in the audience, you will assess the quality of your peers' answers and behavior as candidates and jury (team). All students are evaluators.

The final grade will be divided between:

- 70 % of the mark given by the teacher
- 30 % given by the average of the mark that every student gives to their peers.

**All students should be evaluated. You will use a form (grid) to give a score to each one of them. Make sure your marks are justified with comments. If no comments are provided, the student will be assessed by the teacher only.**

# Job ads (1)

Let's focus on job ads ...

What categories do you usually find ?

What aspects does the recruiter need to mention?

# 4) Water Treatment Plant Operator - job ad

## New Job ads 2021

Water Operator - Ontario Canada

Municipality of Thames Centre - Dorchester, ON

\$30.65 an hour

Job Description

Thames Centre invites qualified applicants for the full-time position of Water Operator. Reporting to the Environmental Services Superintendent, the Water Operator is responsible for the day to day operation of the water treatment and distribution systems. This position is also responsible to develop, implement, and carry out work activities that will result in an efficiently operated water system including routine maintenance and repair.

### Duties

- Responsible for monitoring and performing maintenance on hydrants, valves, water mains, services, production wells, water treatment plants, etc.
- Participate in emergency repairs to any parts of the treatment plants or distribution systems
- Responsible for the safe and effective use of equipment
- To perform regular maintenance activities on all aspects of the systems as per the Municipality's maintenance schedules and goals to ensure proper operation
- To perform regular maintenance activities on all aspects of the systems as per the Municipality's maintenance schedules and goals to ensure proper operation
- Carry out work assignments using a variety of vehicles and heavy equipment, plus hand and power tools
- May assist in operations at the Municipal Landfill Site when required
- May assist in operations of the Solid Waste department when required
- Recommend changes to the Quality Management System (QMS)
- Obtains training as required by Municipal policy or provincial regulations
- Maintains equipment, vehicles and tools in safe operating condition
- Maintain proper records regarding the Municipality's water meter program
- Perform meter readings; install and/or replace water meters and valves
- Maintain utility maps in an updated and clear manner
- Daily Plant logbooks are completed correctly and accurately
- Required to keep a daily log of activities
- Successful and competent operation of all required equipment and vehicles
- Required to provide on-call duties as scheduled
- Work assignments are completed in a thorough and timely fashion
- Works cooperatively with team members and staff in other departments to ensure necessary workflow and coverage
- Provides support and back up to other staff in department as necessary
- Assists in establishing, maintaining and achieving goals, objectives and work plans
- Remains current on and adheres to corporate and departmental policies and procedures
- Ensures that own work is performed in a safe manner according to health and safety guidelines and procedures
- Other duties as assigned

Education Requirement Secondary School Diploma Experience Requirement

- Secondary School Diploma or equivalent
- Possess a MECP Water Distribution & Supply License Class I in compliance with O. Reg. #128/04 or be willing to obtain
- Possess a MECP Water Treatment License Class I in compliance with O. Reg. #128/04 or be willing to obtain
- Good interpersonal skills, well organized, and able to work with little or no supervision
- A good knowledge of SCADA operating systems
- Working knowledge of safe sampling practices, hydraulic, electrical and mechanical systems
- Working knowledge of equipment maintenance techniques
- Physical ability to perform moderate and heavy physical labour
- Manual motor skills are required to perform repairs and maintenance as required
- Possess a valid class G driver's license and clean driver's abstract
- Knowledge of roles and responsibilities under the Occupational Health and Safety Act

### WORKING CONDITIONS:

- Work is typically performed in a demanding environment with exposure to physical hazards
- The mental effort requires a reasonable degree of concentration on a variety of activities
- There are limited interruptions and deadlines
- Problems to be addressed require routine problem solving
- Required to interact politely and effectively with the general public
- Hours of work can vary considerably with overtime required
- The ability to work flexible hours and shift work including "on-call" on a rotating schedule
- Continuous requirement for moderate physical effort in operating equipment and performing maintenance and repairs

### Salary Details

Starting Salary for 2021 is \$30.65 per hour with a 40-hour workweek. Hours of work can vary considerably with overtime required. A comprehensive benefit package is included.

### How to Apply

To apply for this position, please submit a **resume** outlining qualifications and experience by 4:00 p.m. on Friday, August 27, 2021 to:

Kevin Willson

Environmental Services Superintendent

Municipality of Thames Centre

4305 Hamilton Rd. Dorchester, ON, N0L 1G3

Fax: 519-268-7490

Email: [kwillson@thamescentre.on.ca](mailto:kwillson@thamescentre.on.ca)

*The Municipality of Thames Centre is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.*

# 4) Electro-Mechanical Technician - job ad

4- TP2- Study of related job ad - Electro-Mechanical Technician UK

**Malloy Aeronautics Ltd – Maidenhead, UK**

£25,000 - £35,000 a year - Permanent

[Apply with Indeed](#)

**Malloy Aeronautics** is an innovative and rapidly growing company that manufactures unmanned vehicles for defence and civilian applications.

We require an Electro-Mechanical Technician that can build, wire and test electrical and mechanical systems. You should have previous knowledge and experience with electronics, soldering and mechanical assembly with the ability to maintain high quality control and motivation. Other relevant hands-on experience in different fields with a strong focus on quality standards will be also considered.

We expect applicants to have proven hand skills, to be quick and to love building complex systems.

## Responsibilities

- Electrical assembly, such as soldering (pcb or wires), crimping and general avionics wiring/assembly
- Make and install wiring looms, circuit boards and other electronic hardware
- Assemble vehicle frames, motors and other mechanical hardware
- Use power tools with precision and in a safe manner
  
- Report on Quality Control issues and managing documentation
- Test and follow quality assurance procedures
- Able to multitask and work in a high pressure and task-oriented environment

## Requirements

- Must be able to demonstrate hands on experience in previous roles as an assembly technician, or engineering
- Must be able to solder and understand basic electrical wiring
- Fluent with Excel, Word
- Strong focus on quality and customer pride
- Local and immediately available

Please Note:

- Previous experience doing wiring/assembly in aerospace industry will be of additional interest.
- Please submit a cover letter stating the skills and experience that make you a fit for this job.
- Applicants must have a visa or right to work in the UK.

Job Type: Permanent

Salary: £25,000.00-£35,000.00 per year

Schedule:

- 8-hour shift

Experience:

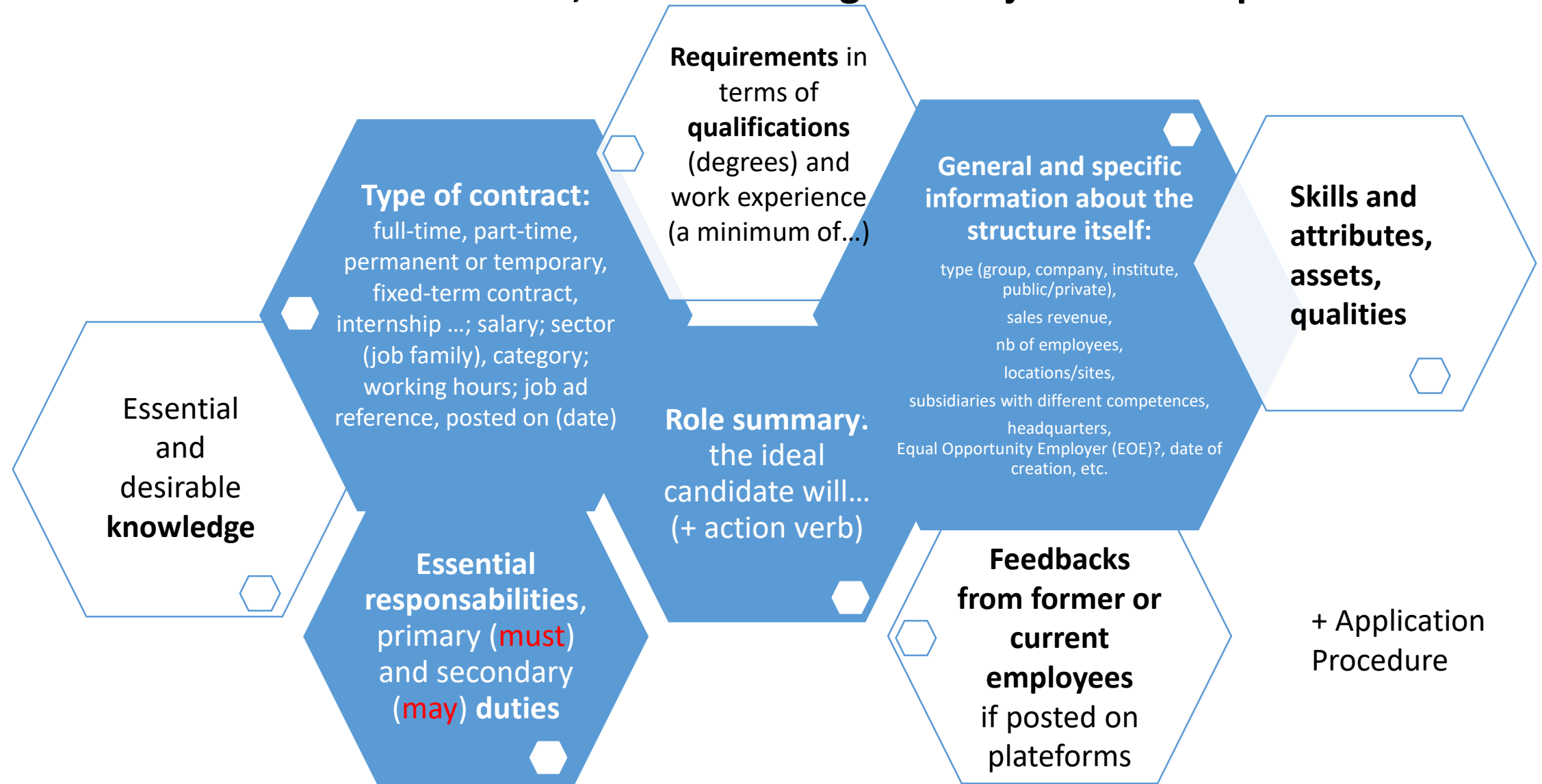
- Mechanical assembly: 2 years (preferred)
- Electrical wiring: 1 year (preferred)
- soldering: 1 year (preferred)

Work remotely:

- No

Also see: <https://www.yourfreecareertest.com/aircraft-tech/>

## Characteristics, common categories of job ads: recap



## What to do with the job ad?

Find out more about the company, how it communicates on its activities, services and work ethics/values

Research the employer, industry and job

Build bridges between **key words** of the job ad and your **own experience, hard & soft skills**

### Ask yourself questions:

- Can I meet their expectations? Requirements?
- If so, what can I say about it? If not, what could I bring instead?



# Job ads (2)

Mock Job Interview groupwork:  
choice of job ads

**TI / MCPC / MAE**

# 4 teams - 1 job ad each: your choice! (TI)

## Team A

### **GE Renewable Energy Engineering Internship (EID, EEDP) – Summer 2023 (team of 3)**

Schenectady, NY 12345; Full-time, Temporary, Internship

All segments of General Electrics Renewable Energy business, including assignments in Onshore Wind, LM Wind Power, Grid Solutions, Hybrids, and potentially Offshore Wind and Hydro

Product design, systems, component design (such as towers, machine head, power conversion), controls and operability, advanced technology and manufacturing, testing and validation, aerodynamics, performance, quality, services, cost-out

## Team B

### **Electro-mechanical Technician (team of 4)**

Precision Record Pressing Inc. - Burlington, ON

Precision Record Pressing is a **leading vinyl record pressing company** located in Burlington, Ontario.

We are currently looking for electro-mechanical technicians to join our team. This is a full-time, permanent opportunity that is responsible for installation, preventative maintenance, troubleshooting and repair of mechanical equipment that support production, packaging, and facility operations. This position includes shiftwork, on-call participation and requires independent work. We are looking for a positive, energetic person who is highly motivated and wants to work in a team environment!

## Team C

### **Environmental Technician (Acoustics) Belfast/Glasgow**

Amey, Belfast or Glasgow, Scotland, United Kingdom

Environmental noise surveys and noise modelling and working with the Senior Acousticians

## Team D

### **Solar Electrical Technician**

RES Group in Truro, UK

Solar Farm Electrical Technician

Operational and maintenance duties on utility-scale solar plants at or above 5 MW in size

# *Second* session, *same* teams - 1 new job ad each: your choice! (TI)

## Team 1

### **NXP - Automobile Radar validation technician intern - Radar 77GHz sensor ICs development (team of 3)**

**ADAS Product Line from NXP Semiconductors, Toulouse, France**

NXP enables secure connections and infrastructure for a smarter world, advancing solutions that make lives easier, better, and safer. As the world leader in secure connectivity solutions for embedded applications, NXP is driving innovation in the automotive, industrial & IoT, mobile, and communication infrastructure markets.

Take part in the metrology and logistics lab.

## Team 2

### **Thales Group - Electric Propulsion Engineer (team of 4)**

**Thales Alenia Space, Oxford, United Kingdom**

Responsibility for the electric propulsion equipment selected for the subsystem (Hall Effect Thrusters, Gridded Ion Engines, HEMPT, PPU's etc) and technical follow-up with suppliers for the equipment qualification and procurement.

Technical requirements specification (URD) for electric propulsion equipment and interface with the equipment supplier/s?

## Team 3

### **Bacardi - Spirit Quality Technician**

**Whitchurch, Hampshire, South East England, England**

Maintaining the laboratory facility, all samples submitted to the laboratory and all data relating to the samples.

Ensuring that the samples and data are handled in a safe, efficient manner and all equipment is maintained and calibrated.

## Team 4

### **Biamp - Acoustics Technician**

**Chester, PA, USA**

Perform acoustic measurements and validation testing on loudspeakers, both in the lab and in the field

Compile and process measurement data

# 4 teams - 1 job ad each: your choice! (MCPC)

## Team A

### **GE Renewable Energy Engineering Internship (EID, EEDP) – Summer 202** GE Renewable Energy - Schenectady, NY 12345

Full-time, Temporary, Internship

Intensive program for people who have a real passion for technology, a drive for technical excellence, and share in GE's core beliefs.

= a 2-year rotational program designed to accelerate your professional development through intense technical training and a variety of business-critical assignments.

## Team B

### **Environmental Field Technician - (FTIR/Spectroscopist)**

**Montrose Environmental Group, Inc., the premier environmental services provider. Santa Ana, CA USA**

Looking for a FTIR Field Technician to perform in-field FTIR-based testing of a variety of emission sources while directly interacting with clientele. The Field Technician must be a detail oriented self-starter with the ability to work both independently and in a team atmosphere. Will assist with performing in-lab FTIR sample analyses and building of calibrations.

## Team C

### **Metrology Technician – Calibrate Lab Instruments**

Pace Analytical's Instrument Support Group (ISG),  
Minneapolis, USA

Calibration technician working in a specialized lab in servicing instrumentation such as GC, GC/MS, LC, LC/MS, IC, and Dissolution. In-house calibration and maintenance of internal calibration masters

## Team D

### **Water & Wastewater Treatment Plant Operator** **H<sub>2</sub>O Innovation - Ville de Québec, QC, CANADA**

Under direct supervision of the Plant Manager, Water & Wastewater Treatment Plant Operator accomplishes a variety of duties related to the daily operation of wastewater and water treatment (collection, treatment and distribution). The position is located at Claremont, NH Wastewater/Water Treatment Plant.

# *Second* session, *same* teams - 1 new job ad each: your choice! (MCPC)

## Team 1

### **C&L Aviation Services - Composite Technician**

#### **Aircraft Mechanic - Bangor, ME, USA**

C&L Aviation Services, a C&L Aviation Group company, is currently seeking composite technicians to service components and airframe as part of a team in a busy MRO back shop.

Fabricate and repair fiberglass and carbon fiber items.

Performs composite repairs related to molds, wet and pre-prep layup, repair of existing structures pertaining to Honeycomb, Carbon Kevlar and Fiberglass construction.

## Team 2

### **Thales Group: Chemical Propulsion Engineer**

Oxford, United Kingdom

Take responsibility for the chemical propulsion equipment selected for the subsystem i.e monopropellant/bi-propellant thrusters, liquid propellant tanks, fluidic components and technical follow-up with suppliers for the equipment qualification and procurement. Support propulsion architects and subsystem technical leads with technical document preparation for projects, studies and bids.

## Team 3

### **Bacardi - Spirit Quality Technician**

Whitchurch, Hampshire, South East England, England

Maintaining the laboratory facility, all samples submitted to the laboratory and all data relating to the samples

Ensuring that the samples and data are handled in a safe, efficient manner and all equipment is maintained and calibrated

## Team 4

### **Medincell - Analytical Technician – Chromatography Unit CDD – Montpellier, France**

We are looking for an Analytical Technician with pharmaceutical experience to join our chromatography unit in Montpellier. An ethical fast-growing, socially responsible company dedicated to Global Health.

Perform analytical procedures (equipment set-up, sample preparation, sequence launching, chromatogram processing, etc.) during method qualification, QC incoming materials, DP batches or ICH stability studies

# 4 teams - 1 job ad each: your choice! (MAE)

## Team A

### **Water Treatment Plant Technician - Ghella Abergeldie Joint Venture - New Zealand**

The Central Interceptor is New Zealand's largest ever Wastewater Project consisting of close to 20 km of tunnels, more than 17 shafts, a pump station and substantial wastewater management and network infrastructure works.

Working closely with the Environmental and the Plant teams, you will manage the water treatment process by testing, treating, discharging and recycling water in the water treatment devices across the site to ensure efficiency and compliance.

## Team B

### **Environmental Field Soil Technician – Chadwick Geotechnics - Australia**

- **Chadwick Geotechnics** is a leading supplier of testing, drilling and engineering services to the Geotechnical, Civil and Environmental Engineering fields, across the Eastern seaboard. Part of the Tonkin + Taylor Group, we employ 150 staff across Victoria. We owe our success to market-leading expertise, high quality geotechnical solutions and the exceptionally high calibre of our staff.
- We are seeking field and/or laboratory soil technicians to join our high-performing business! We have multiple roles available including Casual, Fixed Term contracts or a Permanent role for the right person. These opportunities are across both our Dandenong and Ravenhall offices, with some travel required.

## Team C

### **Environmental Technician at Waste Management - Monroeville, PA 15146, USA**

Waste Management (WM), a Fortune 250 company, is the leading provider of comprehensive waste and environmental services in North America.

Tired of just doing preventative maintenance or working only on engines? Are you ready to take the next step and work on equipment that requires a high level of skill - hydraulics, electrical, diagnostics - using modern maintenance practices and technologies?

## Team D

### **Water Operator – Municipality of Thames Centre - Dorchester, Ontario, Canada**

Thames Centre invites qualified applicants for the full-time position of Water Operator. Reporting to the Environmental Services Superintendent, the Water Operator is responsible for the day to day operation of the water treatment and distribution systems.

This position is also responsible to develop, implement, and carry out work activities that will result in an efficiently operated water system including routine maintenance and repair.

# Second session, *same* teams - 1 new job ad each: your choice! (MAE)

## Team 1

### **Environmental Field Technician – at [AECOM](#) AUSTRALIA**

AECOM has been contracted by the Australian Radioactive Waste Agency to carry out baseline environmental surveys relating to the proposed siting of National Radioactive Waste Management Facility (NRWMF) at Napandee near Kimba in South Australia.

The purpose of the role is regular and timely collection of baseline survey samples and data for use in environmental and safety assessments of the proposed site for the NRWMF.

## Team 2

### **Environmental Engineering Technician - Test – at [Leonardo](#) UK**

At Leonardo, we have an opportunity for an Environmental Engineering Technician – Test to join our team. Leonardo is a global high-tech company and one of the key players in Aerospace, Defence and Security. Headquartered in Italy, Leonardo has over 45,000 employees, of which 7,000 are based in the UK.

The Radar and Advanced Targeting line of business, based in Edinburgh, is uniquely positioned as one of the world's top manufacturers of radars, lasers and infrared countermeasure systems.

You will work within the Environmental Engineering Team to conduct basic environmental tests and provide mechanical assembly and fitting tasks in support of the Environmental Test Lab at the Edinburgh site.

## Team 3

### **Field-Based Soil Technician - SOYL, Newbury, Berkshire, UK**

SOYL, a division of Frontier Agriculture Ltd, is the UK market leading precision crop production service provider, offering expert advice, services and support to growers to improve the economic, agronomic and environmental performance of their farm business.

An exciting opportunity has arisen in the Essex and surrounding area, on a permanent full-time basis to carry out soil sampling and associated in-field services for our farmer clients across the region.

Responsibilities in Field services including GPS soil sampling, etc...

## Team 4

### **Environmental Monitoring Technician – at [Premise Holdings](#) – Orange NSW Australia**

We are seeking an Environmental Monitoring Technician to join our team in Orange, NSW, on a casual basis. This position would provide you exposure with working on a diverse range of urban and regional projects. You will be working with developers, state government agencies, local Councils, external consultants and our own team of in-house professionals.

Key responsibilities of the role: environmental sampling, testing and monitoring for soil, solids, effluent, surface water, groundwater, dust and gas. Etc..

# Choice of job ads and study roadmap

- general study, reading of job ad chosen A to D
- observation of main categories

Type of contract: full-time, part-time, permanent or temporary, fixed-term contract, internship ...; salary; sector (job family), category; working hours; job ad reference, posted on (date)

Role summary: the ideal candidate will (+ action vb)

Essential responsibilities, primary and secondary duties

Requirements in terms of qualifications (degrees) and work experience

Essential and desirable knowledge

Skills and attributes, assets, qualities (a good command of...)

About the structure: type (group, company, institute, public/private), sales revenue, nb of employees, locations/sites, subsidiaries with different competences, headquarters, Equal Opportunity Employer (EOE)?, date of creation, etc.

- study of key words, specific vocabulary, acronyms, compounds, syntax
- research on the company itself, current news, working conditions & values, any cultural references
- Q/A session on the job interview session: what are the profiles of the candidates/recruiters? (please get inspiration from your own diploma and experiences!)
- creation of an online collaborative document to share the findings



# Jobs ads (3)

Mock Job Interview:  
assessment

TI / MCPC / MAE

# Extracts of grid: individual & collective assessment

Team A	Name : ..... Score: 40 - 20 - 10 - 0 pts	Comments	Team's final score:  /40
	Name: ..... Score: 40 - 20 - 10 - 0 pts	Comments	
	Name: ..... Score: 40 - 20 - 10 - 0 pts	Comments	
	Name: ..... Score: 40 - 20 - 10 - 0 pts	Comments	

Team D	Name: ..... Score: 40 - 20 - 10 - 0 pts	Comments:	Team's final score:  /40
	Name: ..... Score: 40 - 20 - 10 - 0 pts	Comments:	
	Name: ..... Score: 40 - 20 - 10 - 0 pts	Comments:	
	Name: ..... Score: 40 - 20 - 10 - 0 pts	Comments:	
	<b>My self-evaluation as a (candidate) or as a (recruiter), my assessment of my team</b> Score: 40 - 20 - 10 - 0 pts	<b>Comments:</b>	

**Final score by team** = average grade given to the whole team  
Self-assessment, recommended

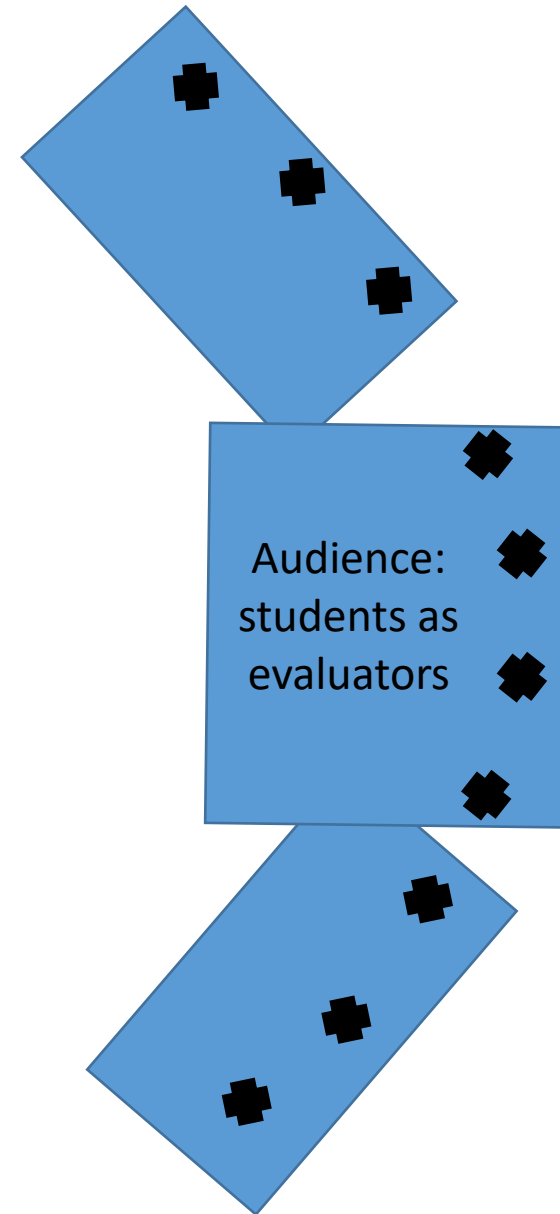
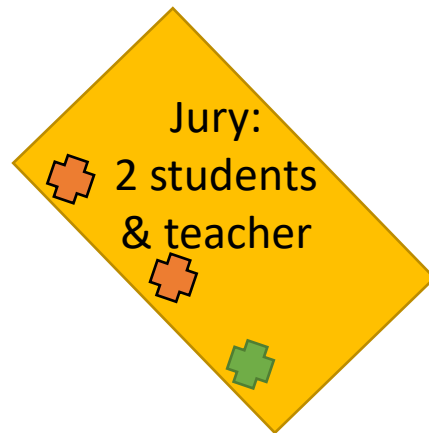
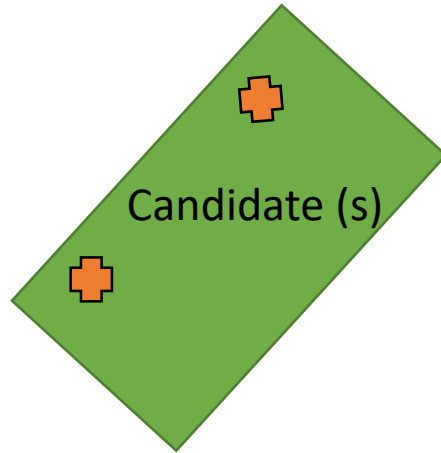
## Peer evaluation form

- **40 pts = The candidate** looks at ease (but not too relaxed) and confident (not overconfident). Uses adequate body language: ensures eye contact and smiles; is “correctly” dressed. Vocabulary is precise, concise and focused. Educational background is correctly described (with UK/US equivalences). Experiences are highlighted and skills enhanced with adequate and varied action verbs. Answers provided are short, appropriate and meaningful with concrete examples. Good knowledge of the company with specific references to the company and their needs. Clear pronunciation and grammar. **The recruiter** welcomes the candidate by presenting the company, the context and their needs; asks adapted questions according to the candidate’s answers. Provides a qualified review of the candidates’ assets provided as a conclusion.
- **20 pts = The candidate** looks comfortable enough, describes own educational background and experiences in adequate terms. Answers provided are appropriate but are still vague, lack precision and concrete examples. Storytelling-like speech but appropriate body language. Good pronunciation and grammar. **The recruiter** presents the company but too briefly without any context; listens to the candidate but sticks to prepared questions which are not tailored to the candidate.
- **10 pts = The candidate** looks slightly uncomfortable or too relaxed but makes some efforts to be understandable. Vocabulary is not adequate enough, patterning speech and vocab on French. Answers provided are too vague, evasive. Could apply to any job ad or company. No real involvement. **The recruiter** starts the interview right away; does not take the candidate’s answers into account.
- **0 pts = The candidate** looks uncomfortable (or too relaxed), speaks uneasily about own background, work history and capacities. Uses inadequate vocabulary (patterned on French) and is hard to understand (no efforts provided on pronunciation). No involvement at all. **The recruiter** does not take the candidate’s answers into account. No introduction, no context explained, no empathy whatsoever.

## Equal evaluation

The second part of the session will be dedicated to a different interview with role reversal.

# Physical organisation on D-Day



## Timing

**Random draw for roles and consultation**

5' minutes max per team

## Interview

15' max per team

5' deliberation of jury /  
feedbacks from teacher

## Grid filling : evaluation

5' minutes max per team

**Reversal of roles: second part of class session**

Find your job offers on the Moodle English course  
<https://moodle1.u-bordeaux.fr/course/view.php?id=2062>

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 JOB ADS for TI groups 

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 JOB ADS for MCPC groups 

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 JOB ADS for MAE groups 