



ACTIVITY TITLE - Preparation for the job interview

Type of activity: Interpersonal

Number of participants: 6 -9

Participants' academic profile(s): minimum Lower secondary education (ISCED 2)

Participants' average age: over 16 years old

Duration: 40 minutes (suggested time only and will vary dependent on your group)

Necessary materials:

Timer, Writing utensils, handout TIPS FOR PREPARING FOR A JOB INTERVIEW, handout STAGES OF A JOB INTERVIEW graphic organizer, handout EXAMPLE OF QUESTION AND ANSWER TO THE INTERVIEW, handout INTERVIEWER questions handout Candidate answer , handout OBSERVER interview worksheet handout

Aim or Purpose

The purpose of this activity is to have participants learn about job interview and the key phases of a job interview. They will learn how to successfully prepare for and participate in a job interview,

Expected Outcomes

The activity will help participants:

- Identify effective strategies to prepare for a job interview;
- Differentiate between appropriate and inappropriate behavior in the context of a job interview;
- Develop appropriate use of language when answering questions;
- Reduce their stress and anxiety about interviewing

Competencies that will be developed:

- Understanding the purpose of an interview
- Recognize the do's and don'ts of good interview skills
- Formulate proper responses to common interview questions

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Skills that will be developed:

- Interpersonal Communication
- Appropriate behavior in the context of a job interview;
- Ability to accept and integrate criticism and feedback
- Observation

Key terms / special vocabulary about / during the activity:

- Interview
- Professional attire and conservative styling
- Stages of the interview
- Mock interview

Preparation (what needs to be prepared beforehand to make the activity's implementation successful):

- Familiarize yourself with the activities, presentation and handouts.
- Ensure access to handouts for all participants
- Know the dates of the mock interviews and the format

Activity's step-by-step description:

1. Begin by asking participants the following questions:

- Have you ever participated in a job interview before? If so, what did you do to get ready? Did you say or do anything to make yourself stand out or apart from the other candidates in order to get hire?

Explain that a **job interview** is a conversation between an interviewer and an interviewee (candidate) in order to search for the most suitable person to fill a job. Handling a job interview properly is not easy; it is essential to have prepared for the interview in advance to:

- Show that you have the necessary knowledge to do the job.
- Show that the work can be done
- Convince the interviewer that you are the ideal person

Give the participants TIPS FOR PREPARING FOR A JOB INTERVIEW handout. Review each tip with them, explain the relevance and importance of each.

- ✓ Arrive at least 10 minutes early for an interview – account for traffic or other delays
- ✓ Have professional attire and conservative styling
- ✓ Sitting firmly and leaning your back straight signals confidence. Keep your posture straight with hands placed either on the table or on your lap, while feet kept firmly on the ground.
- ✓ Prepare a summarizing your best skills





- ✓ Prepare questions for the interviewers – some may ask if you have questions
- 2. Give participants the STAGES OF A JOB INTERVIEW graphic organizer. Review each of the stages and the importance of each step in the process.
 - Introduction- When you meet your interviewer, smile, have good posture, good eye contact, and a firm hand shake. Employers may take the time to share information about their organization
 - Q&A - The longest portion of the interview, this is when the **employer asks you questions and listens to your responses**. The **employer will ask if you have any questions**. This is your chance to demonstrate your knowledge of the organization by asking thoughtful questions. Always come prepared! Bring at least three questions.
 - Closing- During the last few minutes, take the time to end on a positive note. Be sure to thank them for the invitation to interview and offer a firm handshake while making good eye contact.

Ask participants to complete the handout STAGES OF A JOB INTERVIEW graphic organizer with the key information regarding each stage.

- 3. One of the most important things a person can do to prepare for a job interview is practice answering questions. Begin by asking participants to give you examples of:
 - Questions to ask candidates
 - Questions to ask interviewers

Have the participants refer to the EXAMPLE OF QUESTION AND ANSWER TO THE INTERVIEW – Hangout

- ✓ Ask the participants, “What did you think of the candidate answers above?”
Create a list of participants answers in to the table:

Candidate 	Candidate 	Candidate 
<i>Ex: Answer to the question with another question</i>	<i>Ex: Answer that includes personal information</i>	<i>Ex: Answer that includes personal experience and skills</i>

- ✓ Ask the participants: "Which candidate answered the most correctly?"
- ✓ Ask participants to give you examples of answer to the following questions of the interviewers:
 - What days and hours can you work?
 - When can you start?
 - Why do you want to work here?

What plans do you have for the future?





4. Mock interview- Break participants into groups of three. Explain that they are going to participate in a brief interview to help them practice answering some of the most commonly asked interview questions. Have them treat it as much like a real interview as possible. Assign roles to team members:
 - ✓ Interviewer asks the questions; Give the participant the INTERVIEWER questions handout
 - ✓ Candidate answers the questions; Give the participant the CANDIDATE answers handout
 - ✓ Observer watches the interaction, rates the person being interviewed (candidate), and notes their observations on the Interviewing worksheet. Give the participant the OBSERVER interview worksheet handout

Ask for each participant to read their role from their handout. Let participants know that the handouts will give them an idea of a typical interview (even though interviews will vary depending on the Employer).

Set timer for five minutes and start the interview. Walk amongst the groups and listen to responses throughout the interview session. When five minutes have passed, stop the interview process and give groups one minute for the observer to offer feedback to candidate. Repeat this process until everyone in the group has had a chance to play each of the assigned roles.

Discuss lessons learned, your observations, and share individual observations that could help entire group.

Recommendations (How to use the tool/resource)

- The tool can be used also in one -on- one employment and career counseling services.
- If a video camera is available, it is useful for participants to watch their interviews on tape.

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Evaluation:

The facilitator could ask a few follow-up questions in order to assess the activity results:

- What did you learn during the activity? - Have you discovered anything new?

Final observations and methodological recommendations towards the activity implementation (do's and don'ts):

- It is vital to try and include each participant in the process by using positive encouragements. However, if someone feels unable to fully commit to activity, it is very important that this is allowed and that they are encouraged to get involved at their own pace. They should feel free to leave and welcomed to stay. Facilitators must be sensitive to this. By allowing participants to flow to and from situations, the likelihood is that they will freely move towards a fuller and more personal engagement with the activity.
- Using a circle formation for grouping participants can be an important tool in building a safe environment. When we sit or stand in a circle everyone can see each other clearly and is on the same level, so there is no hierarchy or difference in status. Participants can choose to sit or stand outside the circle if they feel nervous or shy. This can be clearly observed by the facilitator

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Handout TIPS FOR PREPARING FOR A JOB INTERVIEW



Arrive at least **10 minutes early** for an interview – account for traffic or other delays



Have professional attire and conservative styling



Sitting firmly and leaning your back straight signals confidence.

Keep your posture straight with hands placed either on the table or on your lap, while feet kept firmly on the ground.



Prepare a summarizing your best skills



Prepare questions for the interviewers – some may ask if you have questions

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Handout - STAGES OF A JOB INTERVIEW graphic organizer



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Handout - EXAMPLE OF QUESTION AND ANSWERS TO THE INTERVIEW

The diagram shows three candidates represented by icons: an orange one on the left, a yellow one on the right, and a green one at the bottom. A red stick figure in the center represents the interviewer. A pink speech bubble from the interviewer asks, "Tell me about yourself". A blue speech bubble from the orange candidate asks, "What do you want to know?". A blue speech bubble from the green candidate answers, "My name is... I have worked in construction about 2 ½ years, and I have laid concrete and worked in new construction. I have built frames and installed doors. I'm good at using heavy equipment." A large blue speech bubble from the yellow candidate answers, "Well, I was born and raised in ... I mostly hang out with my friends and go to clubs on the weekends. I have been out of work for about six months now and I really need a job. I mean I'm not sure how I am going to pay my bills this month if you don't hire me."

Candidate 	Candidate 	Candidate 

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MOCK INTERVIEW

INTERVIEWER: You are the manager at(name of the employer)

You are interviewing the candidate

INTERVIEWER questions;

1. Tell me about yourself
2. What days and hours can you work?
3. When can you start?
4. Why do you want to work here?
5. What plans do you have for the future?

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CANDIDATE

You are a candidate, applying for a job for.....(name of the position)

CANDIDATE answers:

1. Tell me about yourself

My name is

I am from.....

I studied at.....

I work(ed) in.....

2. What days and hours can you work?

I can work

3. When can you start?

I can start.....

4. Why do you want to work here?

I want to work at.....because.....

.....

5. What plans do you have for the future?

In the future I would like to.....

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INTERVIEWING WORKSHEET FOR OBSERVER - Please observe the candidate and complete this survey by circling or filling in your answers

<p>1. Tell me about yourself <i>Notes:</i></p>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>Outstanding</p>	<p>Good</p>	<p>Need more practice</p>
<p>2. What days and hours can you work? <i>Notes:</i></p>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>Outstanding</p>	<p>Good</p>	<p>Need more practice</p>
<p>3. When can you start? <i>Notes:</i></p>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>Outstanding</p>	<p>Good</p>	<p>Need more practice</p>
<p>4. Why do you want to work here? <i>Notes:</i></p>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>Outstanding</p>	<p>Good</p>	<p>Need more practice</p>

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5. What plans do you have for the future?

Notes:



Outstanding

Good

Need more practice

6. Rate the candidate's body language.

Notes:



Outstanding

Good

Need more practice

7. Rate your overall impression of the candidate.

Notes:



Outstanding

Good

Need more practice

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