

Year 10 PSHE Spring 1 Term

Interview Skills



Q: How can you best prepare for an interview?

- **To know:** To identify different types of interviews and their purpose
- **To understand:** To recognise and evidence examples of your own skills, interests and strengths that can be used to demonstrate your experience
- **To be able to:** To apply the 'STAR' method to example questions as preparation for interviews

What different types of interviews can you think of?



Types of interviews – Can you identify what each of these represents?



Online/video interview



In-tray exercise/test



Phone interview



Group interview/activity



Face to face interview



Panel interview

Types of interviews – When is each scenario most likely used?



Online/video interview



In-tray exercise/test



Phone interview



Group interview/activity



Face to face interview



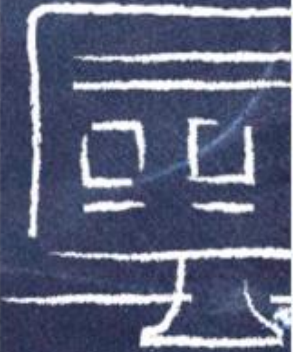
Panel interview

Types of interviews – what skills are each likely to showcase?

Type of interview	Why might this format be used?	What skills are being assessed?
Phone interview	<i>E.g. Preliminary round, short listing</i>	<i>E.g. Communication, confidence</i>
Online/video interview		
Face to face interview		
Panel interview		
Group activity/interview		
In-tray exercise/test		

Getting to know different types of interview

Online test



Common types of psychometric test include ability, situation-based judgment and personality tests

Phone



A quick and easy way to spot the best people to invite for a face-to-face interview

Face to face



Used to get to know each other and assess whether you're a good match

Video



Somewhere between a phone interview and a face to face interview, the video call is generally a straightforward meeting

Panel



Different people can get to know the applicant

Finds out how you perform in front of an audience or under pressure

Group

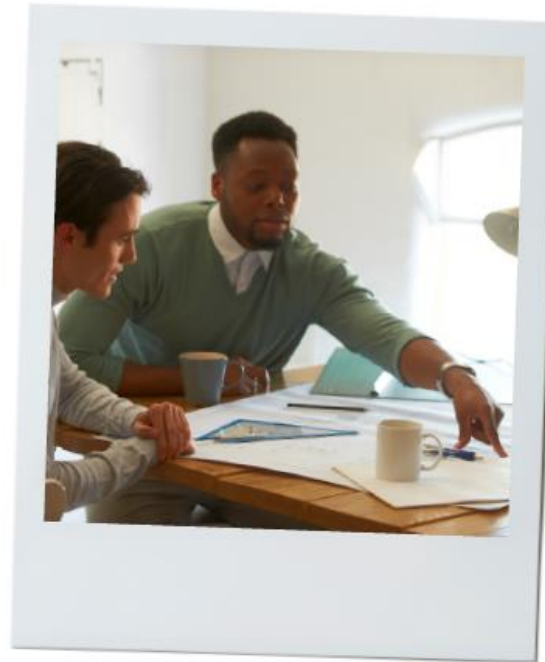


Finds out how you work with others in a team and communicate, or how you might fit in

Interviews are a two-way process

Employers can

- ✓ Get to know the person
- ✓ Find out about their personality, qualities and skills
- ✓ See if they would fit in



Applicants can

- ✓ Find out more about the job
- ✓ Perhaps meet the person they will work for
- ✓ See if they would fit in

Discussion questions:

1. What do you know about ways to dress appropriately for work?
2. What do you think are key 'dos and don't's' for an interview?
3. What would you consider when planning for an interview? Imagine your work experience placement wants to meet you first...

Interview practice...

You will be taken through some example questions and watch some model answers from those being interviewed.

Note down top tips that could help you prepare for your own interview.

[https://barclayslifeskills.com/i-want-to-prepare-for-an-interview/school/virtual-interview/?utm_source=direct&utm_campaign=&utm_medium=\(none\)&utm_term=\(none\)&utm_content=\(poster\)%20activation_packs](https://barclayslifeskills.com/i-want-to-prepare-for-an-interview/school/virtual-interview/?utm_source=direct&utm_campaign=&utm_medium=(none)&utm_term=(none)&utm_content=(poster)%20activation_packs)

When preparing for an interview, brainstorm examples of where you've shown certain skills, using the STAR method:

The STAR model



An example:

Using STAR

‘Tell me about a time you worked well in a team.’



Top tips

- Practise answering some common questions
- Every question is an opportunity to 'sell' each of your skills, like teamwork or communication
- Remember to use specific examples
- If you're not sure what a question means, ask
- Interviewers may ask challenging questions – respond positively and be honest
- Remember, the interviewer doesn't expect you to be perfect

Interview one – work experience/volunteering

1. Tell me about yourself
 - Reference interests and hobbies, educational achievements, aspirations
2. What interests you most about work experience or volunteering with us?
 - Discuss personality and attributes that match the job, skills you can develop, future job aspirations
3. What do you know about this opportunity and what do you want to get out of this?
 - Demonstrate knowledge of the organisation or sector, why you applied
4. Tell us about a time when you had to work as part of a team
 - Offer a specific example, reference your role in the group, demonstrate organisation and communication skills, successes and challenges
5. Describe an activity or initiative where you had to take responsibility – what did you enjoy about it, was anything difficult?
 - Offer a specific example, demonstrate planning and initiative, successes, challenges and outcomes
6. What things are you most proud of that you have worked on at school/college/in a part-time or volunteering role?
 - Demonstrate independence and initiative, enthusiasm, be confident but don't show off

Brainstorm how you would answer these questions, using the 'STAR' method