

Interview Skills Workshop





Employability skills

Entrepreneurial



Creative



Practical



Digital



Leadership



Communication



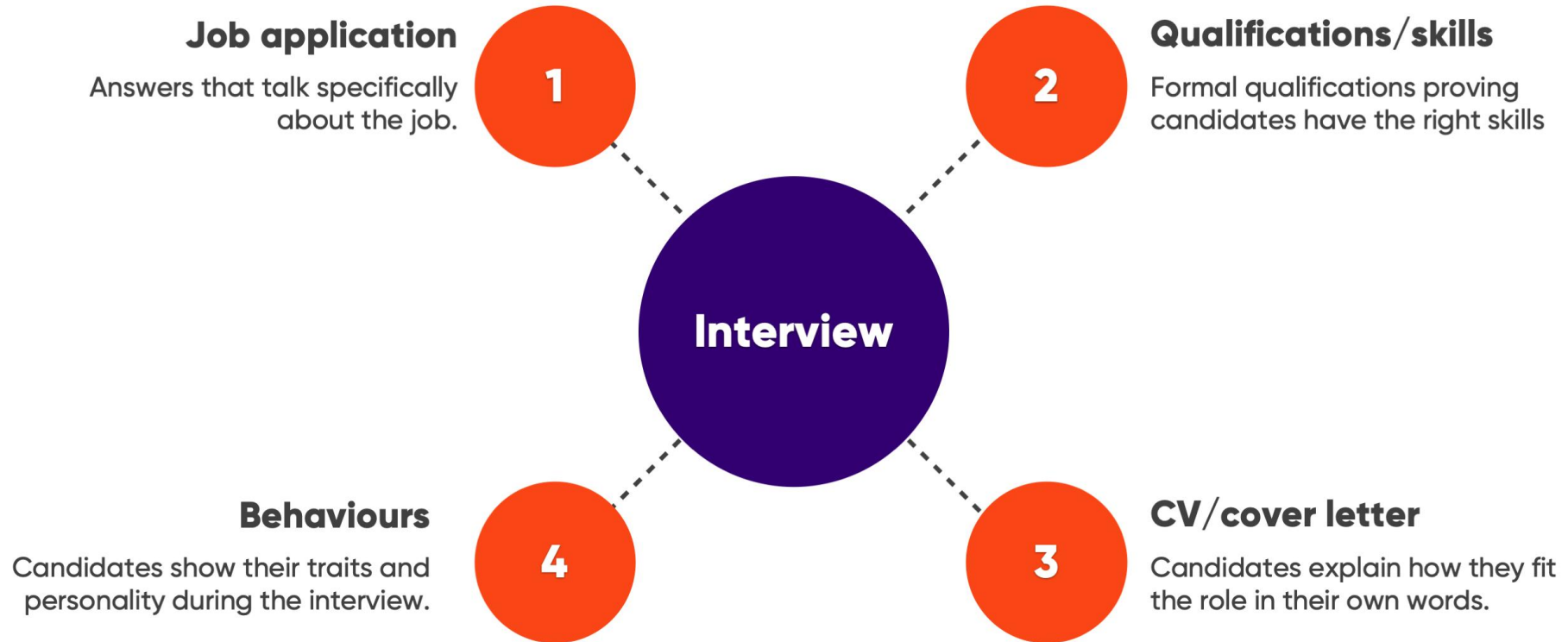
Analytical



Teamwork



How do employers choose a candidate?



Objectives

Today is about helping you to feel more prepared for the world of work and to develop your skills:

- ▶ Identify the key traits of a successful interview
- ▶ Understand what employers are looking for during an interview
- ▶ Build confidence in an interview setting



We're hiring!

A company is looking for new apprentices. Review the job description and decide what behaviours and skills you are looking for.



Jason



Navya



Tobey

What would you ask?

The purpose of an interview is to give candidates a chance to show they have the skills and behaviours required to do the job.

Based on the traits you are looking for, identify five questions you could ask to find out who is best for the job.



Interview questions

Here are some common questions you might get asked. Notice that they all give you a chance to share your skills and experiences.

Can you tell me a bit about yourself?

Share a time you used problem solving skills.

Share a time you used creativity.

What is your greatest weakness?

How do you handle pressure?

Why do you want to work here?

Interview Round #1

At the interview, each candidate was asked the following question: **"Can you tell me about a time you have worked well in a team?"** Review their answers and think about who the strongest candidates are so far.



Jason

“

I was performing in a theatre show, and we took it to a local festival. Timings were tight and we had 20-minutes to pack away. We were all assigned different responsibilities and produced a map so everybody had an area to cover. We practised this a few times and managed to do it in just 15-minutes!

”



Navya

“

In my basketball team, we all share responsibilities. We have a rotation system for maintaining equipment and leading warm-ups. I always look for things we can be doing better. I would take the same approach in this role. I am committed to starting out as an apprentice and working my way up by building strong team relationships.

”



Tobey

“

I am really good at organising work schedules and project plans. During my Extended Major Project, I worked with two of my friends to help improve our school dinners. I made sure everybody met their deadlines and checked everybody's work. This job sounds exciting and fast-paced, and my attention to detail can help my team succeed!

”



Review



Jason works well in a team and gave an example, but did not demonstrate using his own initiative.

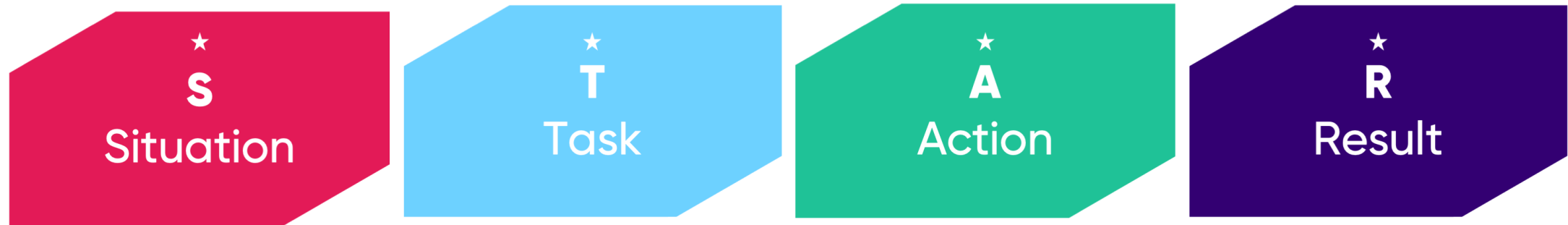


Nayva works well in a team and gave an example. She showed how this could be applied to the job.

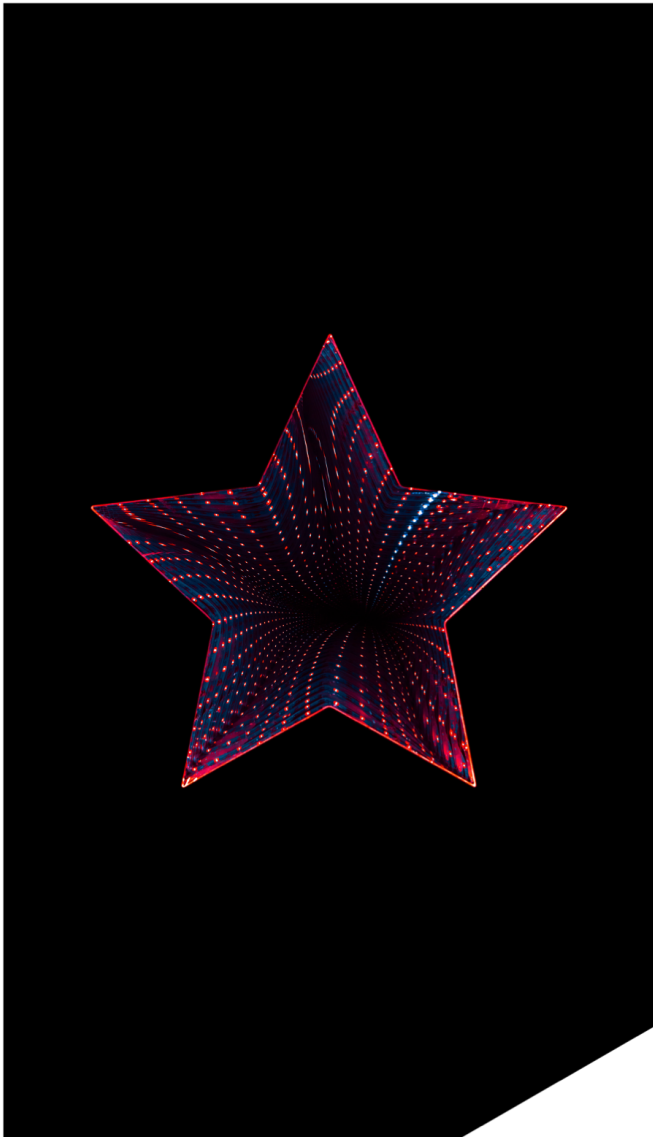


Tobey showed leadership, but not teamwork. They mentioned attention to detail, but not how they work well with others.

★ STAR interview technique



The best way to prove you have the skills for the job, is to give an example from your life. The STAR is a way to structure your sentences, so you can be sure you are showing your skills to the interviewer.



1 Situation

It was our college open evening, and my class volunteered to show around potential new students.

2 Task

We didn't have that much time to prepare, and there was a lot to organise.

3 Action

I volunteered to be Team Leader and everybody agreed. I divided college tours into different categories (by subject, and area of the school). I also devised a group schedule so everyone could keep to time. I set-up a group chat so everyone could communicate and keep the corridors from becoming too busy.

4 Result

We showed around a record 200 students and everybody said how well organised the event was. My teacher asked to use my plans again next year.

Interview race

How should candidates behave at interviews? What should they do, and how should they act? Race to list as many 'top interview tips' as possible.

For example: speaking clearly, active listening etc.



Interview Round #2

At the interview, each candidate was asked the following question: **"Why do you want to work here?"** Review their answers and think about who the strongest candidates are so far. Focus on the way the answered the question (their behaviour) as well as their answer.



Jason

“

I'm looking to develop my skills during a break from my studies. I'm excited to use skills developed through the performing arts at work. The job description says that candidates need to cope under pressure. Once, an actor became sick and I had to cover his role with just an hour to prepare. This has helped me become very resilient and learn to work quickly.

”



Navya

“

I'm seeking my first opportunity in the food and grocery industry. From my research, I'm really impressed by your commitment to creating a positive company culture. I am also keen to work in a role which is fast-paced. I am the captain of a basketball team and really value being surrounded by people who will support you. I developed a new training plan for our team and can offer FBF Foods this same tactical thinking and attention to detail.

”



Tobey

“

This role is a way into a long, stable career and I am particularly seeking development opportunities. As chairperson of the school council, I enjoy meeting my community to make things better for them. It is important to me that my work gives me a chance to help solve problems for customers. I'm passionate about how the food industry can help improve the climate crisis, and founded an environment committee at my school.

”



Review



- ▲ Confident
- ▲ Good communicator
- ▲ Works well under pressure
- ▲ Not looking for a career in retail or food



- ▲ Enthusiastic about the company
- ▲ Well-formed answer
- ▲ Good teamwork skills
- ▲ Does not demonstrate communication skills as much



- ▲ Communication skills
- ▲ Strong leadership, but does not demonstrate teamwork specifically
- ▲ Seeking general career progression, rather than exclusively in retail

You're hired!

Review the candidates and vote to decide who gets the job. What did they do well? What was good about their behaviour, and how well did they demonstrate their skills?



Jason



Navya



Tobey

Top tips

Skills

- ▶ Use the STAR technique
- ▶ Sell your skills using examples
- ▶ Link your answers to the Job Description as much as possible
- ▶ Use extra-curricular activities, academic experience, and other life experience
- ▶ Everything counts - especially if you haven't been working for very long



Top tips

Behavioural



- ▲ Show that you are prepared and do your research
- ▲ Dress appropriately
- ▲ Make eye contact if you can
- ▲ Eliminate distractions (e.g. phones)
- ▲ Arrive early
- ▲ Speak positively
- ▲ Ask questions

Your turn

You are about to practice your own interview technique. To help prepare yourself, write down answers to the following:

- ▶ Three positive things a friend might say about you
- ▶ Two things you have worked hard to achieve (this doesn't need to be in school or college)
- ▶ One tricky problem you have solved in the past



Your turn

In pairs or threes, take turns to answer the following interview question: **“Tell me about a time you used strong problem solving skills?”** Use your notes to help you answer.

When answering, focus on sharing your skills and demonstrating great interview behaviours. Use the STAR technique if you want to.

After everyone has had a chance to answer, share what each person in your group did well.



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Feedback

