



# Interview success

Age range: 16-19

 **BARCLAYS** | LifeSkills



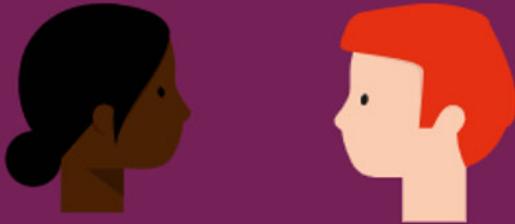
# Getting to know different types of interview



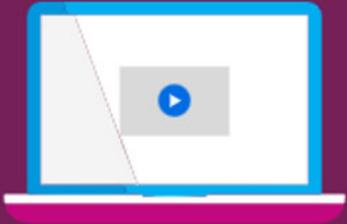
Online



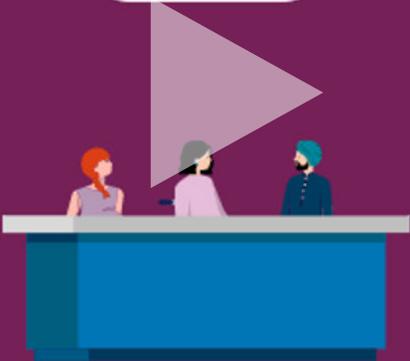
Phone



Face to face



Video



Panel



Group

# Planning for an interview

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## When the interview is confirmed

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- Researching the organisation
- Thinking about possible questions and answers
- Researching career progression and training opportunities
- Accessibility support
- Checking the location and planning your route
- Considering what to wear

## A few days before the interview

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- Practising responses you might be asked
- Preparing questions to ask

## The night before the interview

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- Reading through notes
  - Double checking travel plans
  - Getting a good night's sleep
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# Assessment centres

- Could be 2 hours or a whole day
- Variety of activities
- Observed by trained assessors
- Skills, competencies & traits are assessed
- Marked against set criteria

**Group exercises**

**Role plays**

**Presentations**

**Practical tasks**

**Psychometric/  
numerical tests**

# What are competencies?

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**'Leading people'  
is a competency**

**Name someone  
you think is a  
good leader**

**Discuss what  
qualities they  
demonstrate  
that tell you  
they're a good  
leader**

**Think of a specific  
example of  
when they have  
demonstrated  
good leadership**

# What makes a good leader?

- Quickly earns respect and trust
- Builds strong working relationships
- Convincingly persuades the audience
- Actively listens and encourages feedback
- Makes people feel valued and gives direction
- Is honest, fair and tolerant
- Encourages innovation and ideas



# Communication





## Positive responses

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- In pairs, discuss how you might answer the following question in an interview situation:

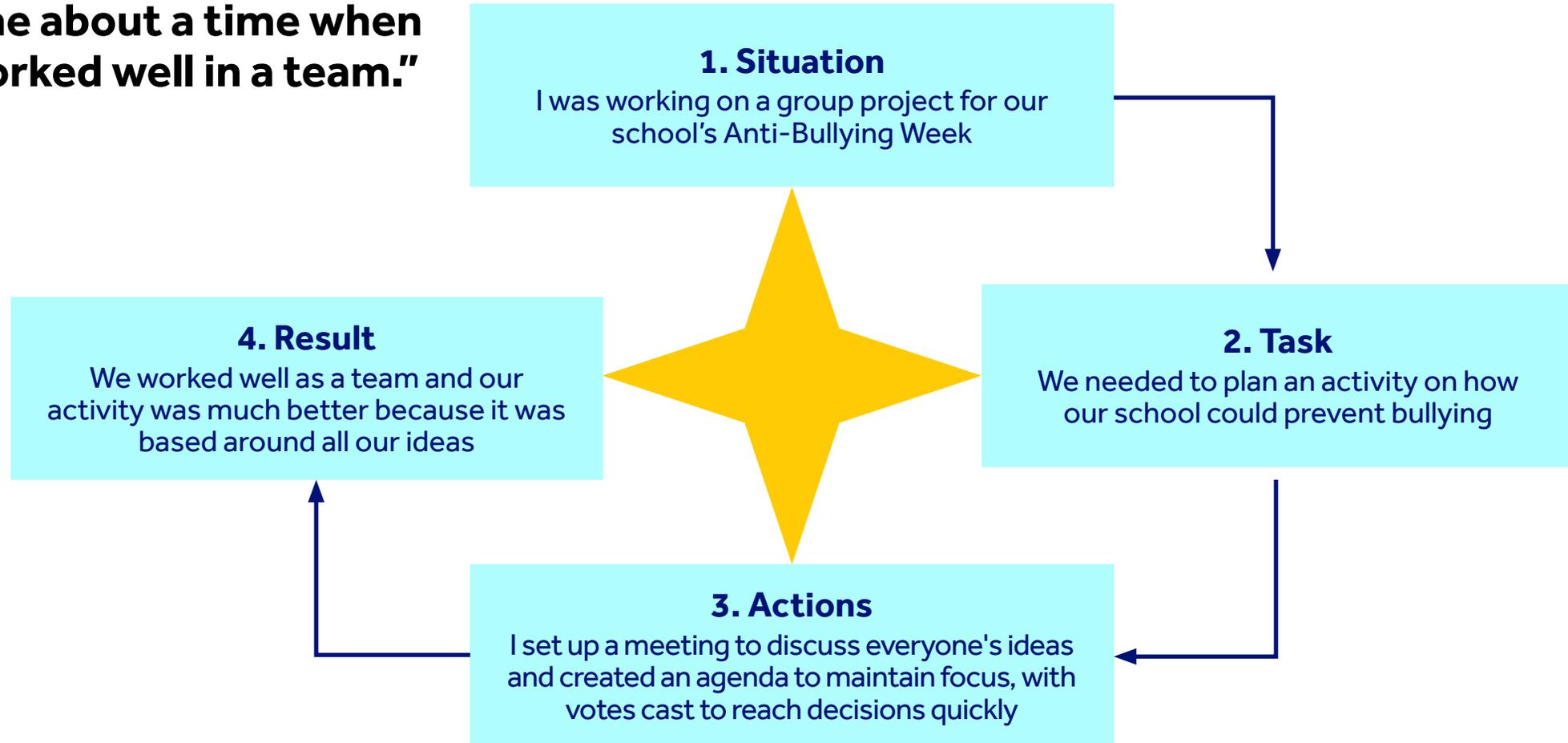
Describe a situation where you worked in a team. What role did you take, what did you learn and what did you achieve?

# The STAR model



# Using STAR

**“Tell me about a time when you worked well in a team.”**



# Interview questions

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- 1.** Tell me about yourself
- 2.** What do you know about our organisation and the sector you have applied for?
- 3.** Tell me about a situation where your communication and collaboration skills made a positive difference to something you were working on
- 4.** Tell me about a time when you found a simple solution to a complex problem
- 5.** Describe a situation where you worked in a team. What role did you take, what did you learn and what did you achieve?

# Top tips for presentations

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- ✓ Speak clearly so that everyone can hear you
- ✓ Speak slowly as people need time to take in what you're saying
- ✓ Use notes with key points to remind you what to say rather than reading a pre-prepared speech
- ✓ Stick to the time you've been given (put a watch or timer on your phone on the table in front of you)
- ✓ Don't worry if you make a mistake. Remember that your audience are hearing your presentation for the first time so are not likely to notice any errors

- Choose an interest you have, e.g. a sport or activity you take part in or a subject you like studying
- Structure your presentation into sections:
  - What the topic of the presentation is
  - Why you want to talk about it
  - What the key points of interest are about it
  - Why you would encourage others to try it
  - How others can find out more about it
  - Don't forget to close your presentation with a summative sentence or an invitation to ask questions