



Interview success

Age range: 16-19



Getting to know different types of interview

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Online



Phone



Face to face



Video



Panel



Group

Planning for an interview

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When the interview is confirmed	A few days before the interview	The night before the interview
<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Practising responses you might be asked• Preparing questions to ask	<ul style="list-style-type: none">• Reading through notes• Double checking travel plans• Getting a good night's sleep

Assessment centres

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- 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

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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

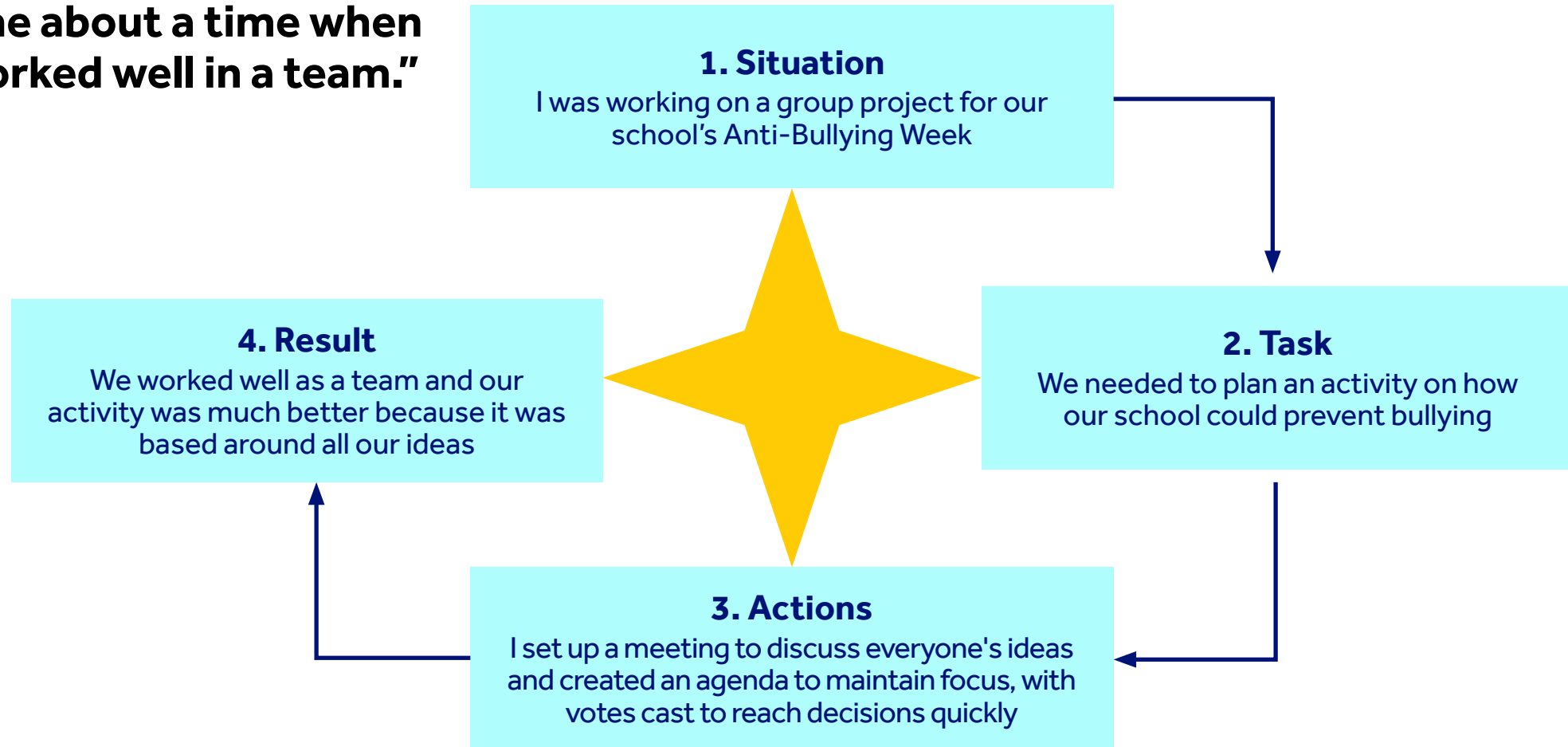
9



Using STAR

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“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