

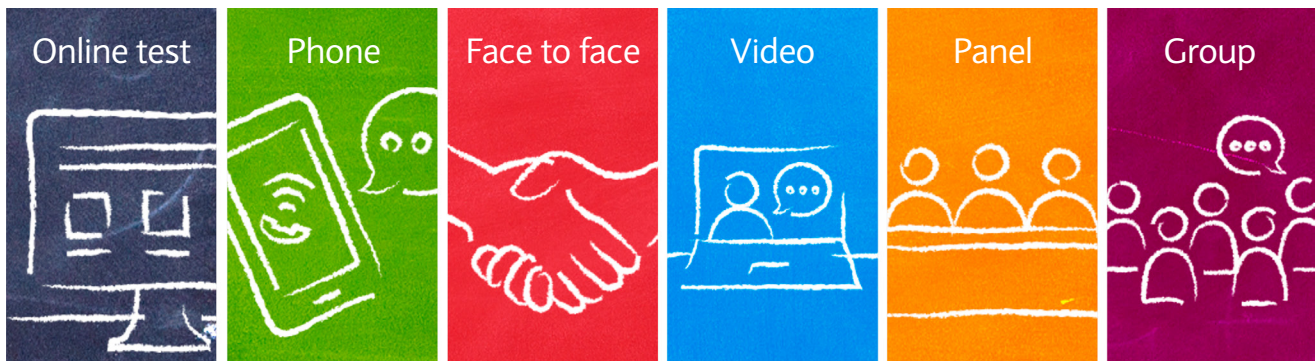
Introduction

Interviews are a two-way process where the employer and the applicant or candidate, the person applying for the job, can assess their match for one another. Employers can get to know the applicant’s personality, qualities and skills, while the applicant can find out more about the role and meet the person or people they may be working for.

Interviews can take place in a range of ways to suit different situations, such as by telephone or video, and might include questions as well as tasks. Do you know why some employers use certain formats and what they are looking out for? You can type your answers into the boxes.

Worksheet one: What are the different types of interviews?

Take a look at the different types of interviews below.



Why might each of these formats be used? Which skills does each type of interview allow an employer to assess?

Type of interview	Why might this format be used?	Which skills can be assessed?
Online test	To test a specific ability or judgement	Digital, online communication and problem solving skills
Phone		
Face to face		
Video		
Panel		
Group		

Click here to load our interactive tool and find out more about the different types of interview and assessments barclayslifeskills.com/interviewtypes and fill in any gaps in your answers above.

Worksheet two: Using the STAR model

Interviews can be stressful and nerve-wracking, which can make it difficult to answer questions clearly and precisely. The **STAR model** is a useful way to approach interview questions because it can help you provide the detail that an employer might be looking for in a structured way.



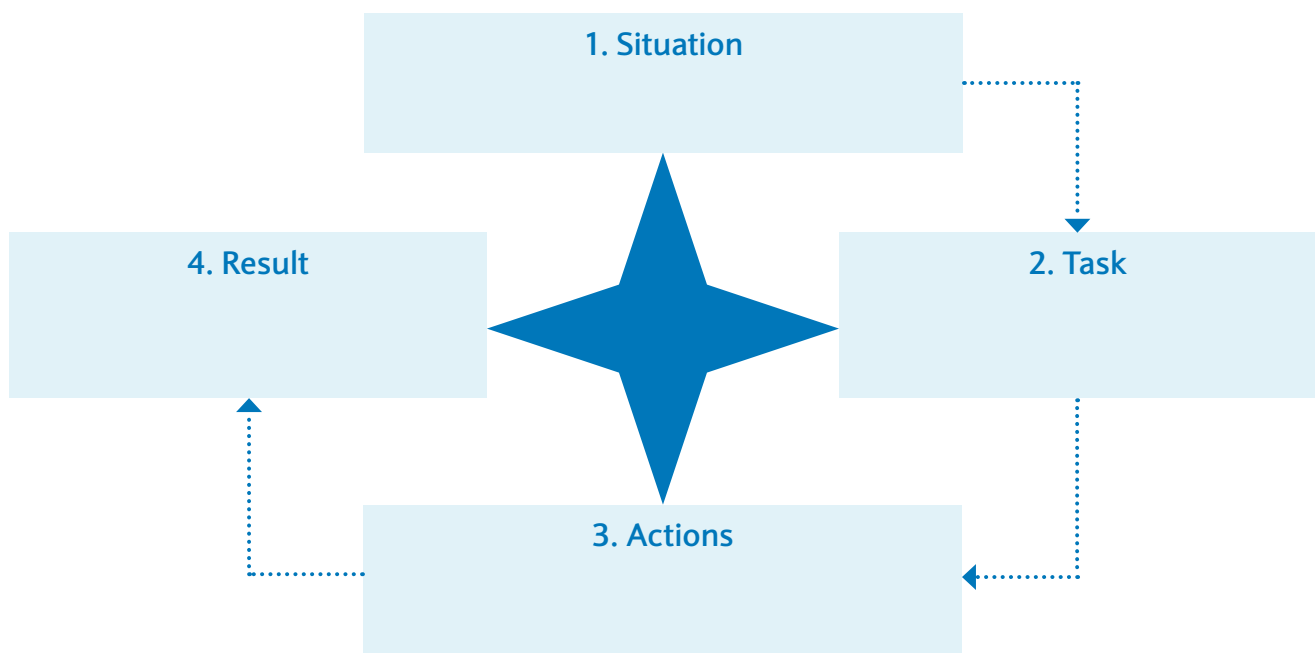
Below is an example of how the STAR model can be applied to the common interview question “**Tell me about a time when you worked well in a team**”. The person being interviewed has used their own personal experience of working in a group on a school project.



Worksheet two cont.

Using your own personal experiences, fill out the blank STAR model below to answer the question **‘Tell me about a time you had to overcome a challenge and how you achieved this’**. You could use one of the following examples:

- Taking part in sport or after-school club
- Creating an online video for a project
- Starting a band or joining a choir

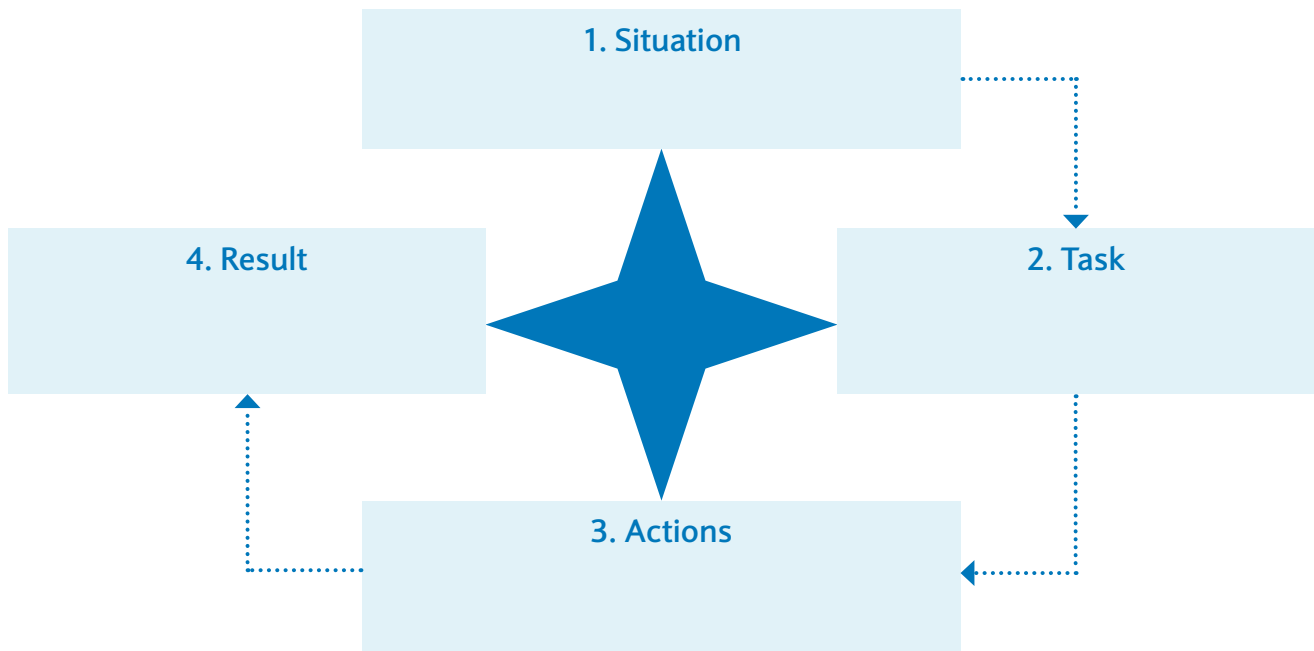


Now answer some of the other common interview questions below, using the STAR model. Remember to use your past experiences as examples in your answers. You could use these questions and your answers to practise an interview scenario with someone in your family, or with a friend via the telephone or online.

- Can you describe an activity or project where you had to take responsibility?
- What are you most proud of that you have worked on in school/college/in a part-time or volunteering role?
- Can you tell us about one of your biggest achievements?
- Describe a time when you've had to deal with a difficult situation
- Tell me about a time when you tried something in a different way to get the result you wanted

Worksheet two cont.

Question:



Question:

