

Lesson plan for interview technique topic - duration 30 minutes+

Learning objectives

- To understand the importance of first impressions
- To discover some simple techniques to ensure the interview has the best chance of success

Resources

- WizeUp powerpoint presentation
- Worksheet
- Videos
- Kahoot! quiz

Content & teaching activity

Slides



•Starter

Explain that there were 600,000 18-23 year old out of employment prior to covid
That is likely to double
Not because people are not looking for work or are not qualified
People just don't know how to take the opportunity when it presents itself.



This shows the importance of first impressions.
Ask students what they think Bob does for a living
He is actually a consultant in a hospital
Ask which one of these two people students would buy a used car from and why
Ask which of these three candidates students would ask back for a second interview and why



Go through slide
This is what we ALL take into account when we meet someone
Often unconsciously

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Before you go....

- Re-read your C.V. and covering letter
- Think about your skills and how they fit
- Research the company
 - Structure, market position, management style, size, income streams, core business, major competitors
- Prepare a few general questions
- Prepare a strong 1 min pitch
- Think about how you could improve
- Practice with dummy interviews

These are the practicalities of the interview
 Go through
 Re reading important because the interviewer will have a copy and you won't
 Research the company - most young people don't bother - its important
 Practice with a friend
 If it goes wrong think about the good bits and the bits you could improve for next time

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Before you go....

- Test the route
- Check for disruptions
- Dress smartly & appropriately
- Brush your teeth
- Arrive 10 minutes early - no more
- Turn off your mobile before you go in
- Don't worry if you feel a bit nervous

More practicalities
 Go through slide
 Chat about appropriate dress for different types of work.
 Get to the area long before 10 minutes but grab a coffee and prepare
 Then turn up at the office 10 minutes before
 Nerves are normal and show that you care

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Dress

Men

- 2 piece suit - in blue, black or dark grey
- Plain, long sleeved shirt
- Avoid bright or character tie
- Dark socks
- Black leather shoes
- Black belt
- Traditional watch
- Minimal jewellery - certainly no earrings



Go through gentlemen's dress
 Bring focus back to making a good first impression

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Dress

Women

- Trousers are fine
- Knee length skirt - no slits
- Minimal jewellery
- Business-like footwear. No extremes
- Plain tights
- Small handbag



Same for ladies



Try to be proactive and ask your own questions
Give the interviewer your full attention
Make sure you understand what has been said
Maintain eye contact
Smile, relax, don't fidget & don't slouch
Stay alert & confident
Don't speak in a monotone
Be clear and precise

Things to think about in the interview
Eye contact very important
So is body posture
Try to make it a conversation rather than just a question and answer session
Your academic skills and experience got you here but its you ability to engage with people that will get you the job
You may be given business cards - lay it on the table in front of the person, then you can use their names



Questions you might be asked

What experience do you have that will benefit the job?
What are your greatest strengths and weaknesses?
What interests you most about the job?
What are your biggest accomplishments?
Can you work well under pressure?
Where do you see yourself in 3-5 years time?
How do you handle criticism?
What can you do for us that somebody else can't?
How do you take direction?
Do you prefer working alone or with others?
Why do you want this job?
What motivates you?
What are your career goals?
How would you describe yourself?

These are questions that could be asked to you
Look through them and prepare answers
Certain at least two will come up.



Questions you might ask

What would the key tasks and responsibilities be?
What support and guidance be?
What would the reporting line be?
What training would there be?
What are the future strategies for the department or company?

Questions you shouldn't ask

Anything controversial
How long will the interview be?
What is the salary?
How much holiday is there?

These are some questions that you could ask if you don't have any others
ALWAYS ask a question
Don't talk about money until the topic has been raised by the employers - usually second or third interview.



Afterwards...

Finish by saying how much you would like the job
Get business cards from all of the interviewers
Thank the interviewers by name
Take notes right away
Write thank you letters within 24 hours

Always thank the interviewers after
Put some personal notes on the back of each card in case you meet them again
Write an email at the end to thank them for the opportunity

Could show a film from the website here is time allows

Test Knowledge

Kahoot! Quiz on the website

Plenary

Carry out dummy interviews with students - preferably with outside help.