

# Teacher/Trainer Notes

## Part 3: Getting the job

### Module 12: Preparing for an interview

#### Duration

Estimated time is 40 minutes, but may vary depending on the group you are working with.

#### Aims

- To learn how to prepare for an interview
- To identify different types of interview
- To understand the format and purpose of an interview

#### Learning intention

- I will learn how to prepare for an interview
- I will learn to identify different types of interview
- I will understand the format and purpose of an interview

#### Success criteria

- I know how to prepare for an interview
- I know there are different types of interview
- I understand the format and purpose of an interview

#### Resources

- ICT suite with internet access
- Planit website – [www.planitplus.net](http://www.planitplus.net)
- The following resources available on Planit – Module 12: Preparing for an interview content and activity

## Preparation

- Open the [Job Seeking Skills/Part 3/Module 12](#) section on [www.planitplus.net](http://www.planitplus.net)
- Familiarise yourself with the content and activity
- Check that students can open and use the Module 12 document

## Alternative approaches and follow on activities

- Students can complete Activity 1 in their own time when they have access to a pc/ phone/tablet

## Reflect and review

- Review what has been learned and reinforce key points about how to prepare for an interview

## Career Management Skills

<b>Self</b>	I make positive career decisions
<b>Strengths</b>	I am aware of my skills, strengths and achievements
	I build on my strengths and achievements I draw on my experiences and on formal and informal learning opportunities to inform and support my career choices
<b>Horizons</b>	I know how to find and evaluate information and support to help my career development
	I am creative and enterprising in the way I approach my career development

## Career Education Scotland

### Senior Phase

I can identify my skills and relate them to the world of work

I can confidently access and interpret the information I need to make well informed choices when looking for a job

I can evaluate if my skills, strengths and interests make me suitable for a job

I can identify and use evidence of my learning to help me practise interview techniques

I can describe the interview process and how best to prepare for an interview