

Teacher/Trainer Notes

Part 3: Getting the job

Module 11: Preparing for an interview

Duration

Estimated time for learners to complete module is approximately 40 minutes, but may vary depending on the group you are working with.

The presentation takes 60 minutes including tasks and activities.

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
- Module 11: Preparing for an interview, Preparing for an interview PowerPoint presentation and access to the activities on Planit

Preparation

- Open the [Job Seeking Skills/Part 3/Module 11](http://www.planitplus.net/JobSeekingSkills/Part3/Module11) section on www.planitplus.net
- Familiarise yourself with the content and activities
- Open the [Preparing for an interview PowerPoint presentation](#) and edit Notes to suit your teaching style. Example text is there as a guide
- Check that students can open and use the [Module 11: Preparing for an interview](#) content and that they can access the Interview Game on Planit
- If using the alternative approach below, print worksheet out before lesson
- If time is limited, students can complete activity in their own time

Presentation Module 11: Preparing for an interview

Tasks and Activities

The presentation has been written to be taught alongside the module.

Tasks have been added to the presentations to make it interactive - learners will be asked questions as they go through the presentations.

Task 1	Slide 2	What do you think the interview process will look like?
Task 2	Slide 3	What steps will you take to be prepared for an interview?
Task 3	Slide 6	What do you know about these interview types?
Task 4	Slide 7	What questions could you ask?
Task 5	Slide 8	List 3 key skills
Task 6	Slide 9	Working as part of a team
Task 7	Slide 10	Are you better prepared?

Activities

The activities will be carried out within the presentation or can be completed after.

- [Activity 1](#) - Interview tips
- [Activity 2](#) - The Interview Game

Alternative approaches and follow on activities

- If unable to complete the activities online, there is a paper-based alternative available. Please print out [Activity 1 worksheet](#) before delivering the module
- Students can complete the activities in their own time

Reflect and review

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

Career Management Skills

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

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