

Teacher/Trainer Notes

Part 3: Getting the job

Module 13: Competency-based interviews

Duration

The presentation takes around 45 minutes including tasks and Activity 1. If completing Activity 2 during presentation, add approx 15 minutes.

Aims

- To learn about competency-based interviews
- To understand how competency-based interviews work

Learning intention

- I will learn about competency-based interviews
- I will understand how employers use competency-based interviews to choose an employee

Success criteria

- I know what to expect at a competency-based interview
- I understand the format of a competency-based interview
- I am able attend a competency-based interview

Resources

- Students on iPads/tablets or ICT suite with internet access
- Smartboard if using [PowerPoint presentation](#) alongside module
- Planit website – www.planitplus.net
- The following resources available on Planit – Module 13: Competency-based interviews, Competency-based interviews PowerPoint presentation and access to the activities on Planit.

Preparation

- Open the [Job Seeking Skills/Part 3/Module 13](#) section on www.planitplus.net
- Familiarise yourself with the content and activities
- Open the [Competency-based interviews 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 13: Competency-based interviews and that they can access the activities on Planit
- If using the alternative approach, print worksheet and activities before lesson
- If time is limited, students can complete activities in their own time

Presentation Module 13: Competency-based interviews

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	Competency examples
Task 2	Slide 6	How many competencies can you identify?
Task 3	Slide 9	What other competencies?

Activities

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

[Activity 1](#): Competency-based interview quiz

[Activity 2](#): Writing responses and role play

Alternative approaches and follow on activities

- If completing as a paper-based activity, print out [Activity 1 worksheet](#) and [Activity 2 worksheet](#) as well as the content 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 what a competency-based interview involves

Career Management Skills

Self	I make positive career decisions
Strengths	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
Horizons	I understand that there is a wide variety of learning and work opportunities that I can explore and are open to me 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 I identify how my life, my work, my community and my society interact

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 with competency-based interviews