

Teacher/Trainer Notes

Part 3: Getting the job

Module 13: Competency-based interviews

Duration

Estimated time for learners to complete the module is approximately 45 minutes, but may vary depending on the group you are working with.

The presentation takes around 50 minutes including tasks and Activity 1, and 60 minutes if completing Activity 2.

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