

Teacher/Trainer Notes

Part 3: Getting the job

Module 14: Video and telephone interviews

Duration

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

The presentation takes around 55 minutes including the tasks and activity.

Aims

- To learn about video and telephone interviews
- To understand how video and telephone interviews work

Learning intention

- I will learn about video and telephone interviews
- I will understand how employers use video and telephone interviews to choose candidates for the next stage

Success criteria

- I know what to expect at a video and telephone interview
- I understand the format of a video and telephone interview
- I am able to complete a video and telephone 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 14: Video and telephone interviews, Video and telephone interviews PowerPoint presentation, and access to the activity

Preparation

- Open the [Job Seeking Skills/Part 3/Module 14 section](#) on www.planitplus.net
- Familiarise yourself with the content and activity
- Open the [Video and telephone 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 14 documents
- If using the alternative approach below, print worksheets out before lesson
- If time is limited, students can complete activity in their own time

Presentation Module 14: Video and telephone 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	Downsides of remote interviews
Task 2	Slide 5	Disadvantages of pre-recorded video

Activity

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

[Activity 1](#) – Video interview hints and tips

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 what a video and telephone interview involves

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 understand that there is a wide variety of learning and work opportunities that I can explore and are open to me</p> <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> <p>I identify how my life, my work, my community and my society interact</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 my skills, strengths and interests when applying for jobs
I can identify and use evidence of my learning to help me practise selection tests