Go for gold – interview practice

Teachers' notes

Time
One hour

Purpose
Give students practice in order to develop their interview skills.

Rationale
People are usually nervous about going for interviews. Like training for the Olympics, students need to prepare and practise interview skills, to give them the best chance of success. They need to become aware of how an interview is performed and how they will react.

Activities
Students should have completed the following lessons prior to these activities:
- Writing a winning resume;
- Applying for jobs; and
- Interview preparation.

If possible draw together a group of adults from outside the school to interview students. This could include parents, Job Network or Centrelink staff, Regional office staff, representatives from volunteer organisations such as Rotary, or representatives from the local Chamber of Commerce. If not possible, use other adults from within the school. They should be sent copies of the job ads prior to the interviews.

1. It is important to make these rehearsals of interviews as realistic as possible. To this end, real job advertisements should be used. Divide students into groups and get each group to find a job advertisement for a job that interests them from different source i.e.
   - the internet;
   - Saturday Age employment section (or other newspaper); and
   - Centrelink or other government service.

2. After selecting a job, students adapt their master resume and prepare a covering letter.

3. Using the questions discussed in the interview preparation lesson, students in pairs prepare questions for their partner’s job, then do practice interviews. (Students can be put into groups of three to four, with two people acting as observers and providing feedback after the interviews.)

4. Arrange a special day for the interviews. If possible get students to dress appropriately for the interview and hold the interviews in a space away from the classroom.

5. Provide interviewers with a copy of the Interview evaluation for each student.

Further activities
- Do interviews using a panel of interviewers.
Resources

- Copies of the *Interview evaluation* for each student (to be given to the interviewers)
- Copies of the Employment section of Saturday’s *Age* newspaper
- Employment recruitment websites such as:
- Copies of *Interview questions* sheet for each student from *Interview preparation* lesson
- Doing step in the My guide section of the *myfuture* website at http://www.myfuture.edu.au/

Victorian Essential Learnings (VELS)

Level 5 and 6

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