

# Interview Techniques, CV Writing and Mock Interviews

## Interview Techniques and Writing CVs

As part of **Our Place 2020** pupils are required to research career opportunities, etc in the tourism industry. Schools may ask you to reinforce pupils' learning by supporting classroom work around CV writing and completing job application forms. This lesson plan provides you with a starting point for such classroom activity.

**Masterclass Mentors** work with pupils to look at the various stages of finding employment and applying for a job. Topics covered may include letters of application, completing application forms, CVs, interview processes, appropriate dress, preparing for interviews and body languages.

It is useful for this session if you can bring along relevant information from your place of work, for example company application forms and job specifications.

**This session will last approximately 1 hour 30 minutes (part 1) and up to an additional further hour (part 2 – completing an application form). A model session plan is also provided here to help you plan the activity. Total activity time – 2.5 hours.**

## Materials Required

1. Copies of 'role play interview questions'.
2. Copies of a poor/skeleton CV and copies of a good/detailed CV.
2. Copies of blank job application forms from **Masterclass Mentor's** organisation.
3. Copies of Job Descriptions and Person Specifications for relevant job within **Masterclass Mentor's** organisation.
4. Organisational chart – if not included in Numbers 1 and 2 above.
5. Copy of a 'dummy advert' for job under focus.
6. Marketing or promotional material on **Masterclass Mentor's** organisation.
7. Pens or pencils for pupils to work with.
8. Flipchart and marker pens (or board and chalk) – to assist in class discussion.

Time	Exercise	Technique	Resources
5 mins	Introduction	<p><b>Explain</b> you don't have time to cover everything – you will focus on the important issues.</p> <p>Booklets will be handed out at the end</p> <p>Any questions – put your hands up – don't be shy – that's what you're here for – for you to ask questions and me to provide answers</p> <p>You will be getting some booklets, which will summarise what I'm saying and help you out with the content and format of a letter or CV.</p> <p>Today I will be focusing on HOW you present yourself – writing a CV and a letter is not just about facts and presentation – it's about enthusiasm and getting your message across</p>	
10 mins	Identify learner needs	<p><b>Question class:</b> What do you want to do when you leave school?</p> <p><b>Question class:</b> Do you think getting a job will be easy?</p> <p><b>Question class:</b> What qualities do you think employers look for?</p> <p><b>Question class:</b> Do you know where to look for jobs?</p> <p><b>Question class:</b> what do you know about CVs/letters of applications and interviews?</p> <p><b>Question class:</b> SO what IS a letter / application/ CV/ interview?</p> <p><b>EXPLAIN: AN ADVERT ABOUT YOU!!</b></p>	Flip chart/board - record the pupils' responses
10 mins	What does an advert do?	<p><b>Question class:</b> Ask them to think of some adverts – <b>HOW</b> do companies sell their products? They don't just say 'here it is, it's nothing special but buy it if you like'. - Positive language – what positive language can advertisers use? - Differences – filled crust pizza/ square pizza – it's not just <b>NEW</b> it's <b>DIFFERENT</b> - It <b>CATCHES YOUR ATTENTION</b></p> <p>And that's what <b>YOU</b> have to do in a <b>CV</b>.</p> <p>- Because companies may get 100 applications for ONE job – think... <b>why should they give it to you?</b></p> <p>A <b>CV</b> is about <b>MAKING SOMEONE WANT TO MEET YOU</b></p> <p>- Be honest – you may have to explain what you have written.</p> <p><b>AN INTERVIEW IS ABOUT MAKING SOMEONE WANT TO GIVE YOU THE JOB</b></p>	

Time	Exercise	Technique	Resources
20 mins	Skills	<p><b>Question class</b>            What is a skill - shout - someone write them on the board/flipchart            Something you can do ... could be something you're good at like art, cooking, sport, etc, or other things like organisation, punctuality, ability to get on well with all kinds of people,</p> <p><b>What are YOUR skills?</b> - Write comments on the board/flipchart</p> <p><b>Does anyone have any HOBBIES Or a PART TIME JOB</b> – write them on the board?</p> <p>Map the skills – check pupils realise <b>THEY DO HAVE SKILLS.</b></p> <p>How can you describe your skills positively – positive words/ phrases            Work experience 0- any            Pupils to spend 5 mins coming up with <b>something positive about themselves.</b></p>	<p><b>Skills Exercise</b></p> <p>What are you good at?            What are you bad at?</p> <p>Write down hobbies</p>
10 mins	Applying what we have learnt to a CV/interview	<p><b>Hand out basic and advanced CV (i.e. skeleton one and one with some real detail in)</b></p> <p>Ask pupils to read them.</p> <p><b>Ask them: WHO WOULD YOU RATHER EMPLOY... AND WHY?</b></p> <p>“What can you tell me about these CVs? – demonstration of how you can illustrate the facts – to make them seem more interesting.</p> <p><b>These CVs say exactly the same thing – just in different ways.</b></p> <p>No time for modesty – no one but you and your potential employer is going to read this. <b>Don't show off – but be POSITIVE</b></p>	<p>Flip chart/board</p> <ul style="list-style-type: none"> <li>- record the pupils' responses</li> </ul>

Time	Exercise	Technique	Resources
10 mins	Interviews – Preparation	<p>Getting an interview is an <b>ACHIEVEMENT</b> - you have been chosen from a large number of applicants.</p> <p><b>Question class:</b> What preparation do you need to do?</p> <p><b>Preparation</b></p> <ul style="list-style-type: none"> <li>- find out about the company</li> <li>- call them</li> <li>- internet</li> <li>- friends who work there</li> <li>- how long will it take you to get there?</li> <li>- How will you travel?</li> <li>- What will you wear? SMART</li> <li>- Think about the questions they might ask.</li> <li>- Think about the questions you would like to ask.</li> <li>- Read through your CV/Application to check what you wrote – this information is <b>ALL THE INTERVIEWER KNOWS ABOUT YOU</b> – and so the questions are likely to be based on it.</li> </ul>	
20 mins	Interviews - techniques	<p><b>How should you act in an interview?</b></p> <p>Arrive early Go in when asked Shake hands if offered Don't sit down until asked</p> <ul style="list-style-type: none"> <li>- Body language</li> <li>- Eye Contact</li> <li>- Clear speech</li> <li>- Answer questions fully – as in CV</li> <li>- Ask questions at the end – what does this show?</li> <li>- What could you ask?</li> </ul> <p>Exercise – one listens but no eye contact and fidgets – swap – discuss how they felt?</p> <p>Do interviews in pairs.</p>	Work in pairs Role play questions

Time	Exercise	Technique	Resources
5 mins	Conclusion	<p>What is important when applying for a job?</p> <p>Don't be modest</p> <p>Preparation</p> <p>Presentation</p> <p>Positivity</p> <p><b>Sound like you REALLY WANT THE JOB</b></p>	
<b>PART 2 - COMPLETING A JOB APPLICATION FORM</b>			
Up to 1 hour		<p>Hand out the application form, job description and person specification and the mock advert.</p> <p>Ask pupils to complete the form based on discussions and carefully matching their skills with both the job description and person specification.</p> <p>Allow 30-45 mins to complete task.</p> <p>Ask pupils how they felt about filling in the forms, etc.</p>	<p><b>Blank job application forms</b></p> <p>Job description</p> <p>Person Specification</p> <p>Mock advert for the job</p>