

A large, stylized rainbow graphic composed of multiple overlapping, curved bands of color (purple, blue, green, orange, red, yellow) that curves from the top right towards the bottom left, framing the text.

*Classroom*  
V I D E O

# Additional Teacher Resource Pack

Selling Yourself Successfully  
**The Interview**

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## **Introduction**

This programme covers the varying approaches that job hunters may take in their search for employment. Incorporated into a case study of one particular job hunter are techniques in body language, CV building, positive self evaluation, communication and salesmanship. The programme is hinged around an employment guru giving advice to an inexperienced school leaver struggling to find the right way to promote herself into the right career. It enables the job hunter to see what the recruiter would be looking for in the selection process.

## **DVD Timeline**

00:00-01:00	Introduction
02:00-03:00	CV building
03:00-04:00	Different types of interviews
05:00-08:00	Preparing for questions
09:00-14:00	The Interview
15:00-19:00	The Mock Interview
20:00-21:00	Getting it all together
22:00-23:00	Review

## **Other Background for Teachers**

Many pupils leave school with the preconception that finding a job is easy. Some may never consider what might be the 'right' job for them. Coupled to this preconception is a naivety about what employers would really want to see communicated through the application process and how an individual can steer clear of the aspects that allow employers see anything less than the best.

With the unemployment rate still high, school leavers are under increasing pressure to make their case stand out amongst the field, and in order to do this there must be an understanding of what can make them more successful through the application process and the interview itself.

School leavers, many of whom have had part time employment, may never have experienced the self doubt that can occur from a lack of success. Therefore, it is vital that pupils are aware how to self evaluate their own performance and show the resilience and determination necessary to find their vocation.

## **Useful Web Resources**

<http://www.connexions-direct.com/index.cfm?catalogueContentID=119&pid=75>

Wide range of techniques and links into the world of work

[http://nonprofitmanagement.suite101.com/article.cfm/body\\_language\\_during\\_interviews](http://nonprofitmanagement.suite101.com/article.cfm/body_language_during_interviews)

Useful thoughts on how your body speaks for you

<http://www.tfpl.com/recruitment/candidates/cvinterviews.cfm>

Intelligent suggestions on interview technique

<http://www.businesstrainingdirect.co.uk/references/interview-technique-07-01-08.php>

Professional suggestions on how to come across calmly when nervous

## **Curriculum Links**

### **KS3/4 PSHE**

#### **Personal Wellbeing**

##### 1.1 Personal Identities

b Recognising that the way in which personal qualities, attitudes, skills and achievements are evaluated affects confidence and self-esteem.

##### 2.1 Critical reflection

b Reflect on personal strengths, achievements and areas for development

d Identify and use strategies for setting and meeting personal targets in order to increase motivation

#### **Economic Wellbeing and Financial Capability**

##### 1.1 Career

a Understanding that everyone has a 'career'.

b Developing a sense of personal identity for career progression.

c Understanding the qualities, attitudes and skills needed for employability.

##### 1.4 Economic understanding

a Understanding the economic and business environment.

##### 2.1 Self Development

c Assess their needs, interests, values, skills, abilities and attitudes in relation to options in learning, work and enterprise

##### 2.3 Enterprise

a Identify the main qualities and skills needed to enter and thrive in the working world

c Take action to improve their chances in their career

## **Related DVDs available from Classroom Video Ltd**

From the *Selling Yourself Successfully* series:

*The Application Form*

*The Career Portfolio*

*Bonus Disk (extended footage)*

*21<sup>st</sup> Century Jobs*

*CVs in the Real World*

*Different Ways to Find That Job*

*Know Your Rights at Work*

*Tertiary Realities*

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## **Suggested Activities before Viewing the Programme**

1. Imagine you have just been offered a job. Think of five things that would have happened in the last three weeks.
2. Get into pairs, write down two things about yourself and two things about your partner that you think an employer would like about your/their character
3. Think of examples that you could give to back up one of the characteristics that you have thought of.
4. Make a mindmap, with "ME" at the centre, to show the different characteristics and experiences you have that would be relevant and useful for an interview.

## ***Student Worksheet***

### **While Viewing the Programme**

1. What sort of work has Karen done before beginning to apply for this job?
  
2. What is the first problem that is obvious about Karen's CV?
  
3. What do you need to make sure that you do well in an interview
  - a)
  - b)
  - c)
  
4. What do you need to know about the company before you send your CV in?
  
5. Name the 4 most common types of interview process
  - a)
  - b)
  - c)
  - d)
  
6. When preparing for what to say in an interview, what can you expect questions to be a about?
  - a)
  - b)
  - c)
  
7. When asked a "why..." question, what would you need to do in your answer?
  
8. When asked about situations that you have been in, what does the interviewer want to find out?
  
9. What should you do about the less positive aspects of your CV?
  
10. What does STAR stand for?
  
11. Find 5 negatives and 5 positives about the interview

<b>Negative</b>	<b>Positive</b>

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12. Give three examples of how the mock interview was an improvement upon the real one.
  - a)
  - b)
  - c)
  
13. When Karen goes to her next interview, why does she feel more confident?
  
14. How could you use the experience of an interview (even a bad one) to help you learn for the next?

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## Suggested Student Responses

1. What sort of work has Karen done before beginning to apply for this job?  
**Various part time jobs, restaurant work.**
2. What is the first problem that is obvious about Karen's CV?  
**The work experience is not continuous, most jobs are for short spells**
3. What do you need to make sure that you do well in an interview  
**a) show your experience**  
**b) understand their culture**  
**c) sell yourself**
4. What do you need to know about the company before you send your CV in?  
**Research the company, how they make money and what you can offer them**
5. Name the 4 most common types of interview process  
**a) 1 on 1**  
**b) Panel**  
**c) Telephone**  
**d) Video conferencing**
6. When preparing for what to say in an interview, what can you expect questions to be about?  
**a) Your skills base and character**  
**b) The needs of the company and how you can benefit them**  
**c) Examples of good work you have done**
7. When asked a "why..." question, what would you need to do in your answer?  
**Give good, full descriptions of what you are like**
8. When asked about situations that you have been in, what does the interviewer want to find out?  
**How you react and deal with different issues**
9. What should you do about the less positive aspects of your CV?  
**Develop a strategy to turn them into a positive about yourself**
10. What does STAR stand for?  
**SITUATION, TASK, ACTION, RESULT**
11. Find five negatives and five positives about the interview

Negative	Positive
<b>Lateness</b>	<b>Eye contact</b>
<b>Not using first names/assertiveness</b>	<b>Handshake</b>
<b>Nervous behaviour</b>	<b>Smart appearance</b>
<b>Forgetting her CV</b>	<b>Using technical language</b>
<b>Phone not turned off</b>	<b>Marketing herself well</b>

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12. Give three examples of how the mock interview was an improvement upon the real one.
  - a) **Showing gratitude**
  - b) **Using positive strategy on CV weak points**
  - c) **Showing enthusiasm**
  
13. When Karen goes to her next interview, why does she feel more confident?  
**Knowing her strengths, using the STAR system and having a positive approach.**
  
14. How could you use the experience of an interview (even a bad one) to help you learn for the next?  
**Thank them and write/ask for constructive feedback about your interview technique**