



PROGRAM SUPPORT NOTES

Job Search Success 3: Interviews

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For Teachers

Introduction

Job interviews are often regarded as nerve-wracking events for applicants, yet they are an essential part of the job application process. In this program a number of employment and career experts offer valuable advice about preparing for job interviews, and all the steps that need to be taken to ensure success at the interview. Seen through the eyes of two case studies, the program explores the range and types of job interviews, the best ways to prepare for the event, and other strategies to maximise your chances of succeeding at the job interview.

Timeline

00:00:00	Preparing for an interview
00:04:06	Rehearing for a job
00:09:22	Further preparation for a job
00:12:47	Final job interview strategies
00:16:55	Credits
00:17:05	End of program

Related Titles

Job Search Success 1: Research
Job Search Success 2: Applications
Job Search Success 4: Starting a Job

Recommended Resources

- www.myfuture.edu.au
- www.acpeople.com.au/interview
- www.jobinterviewquestions.org
- www.seek.com.au
- www.careerone.com.au
- www.mycareer.com.au

Student Worksheet

Initiate Prior Learning

1. Have you ever been to a job interview? Discuss the experience you had.
2. Invite a careers counsellor and employer to discuss how they use job interviews to select applicants.
3. On the internet, find out what advice is given about job interviews.
4. Find out from family members and friends what experiences they had when they went for job interviews.

Active Viewing Guide

1. Why is it important to prepare for a job interview?

2. Tim Campbell mentions that people often get very nervous before an interview. Why?

3. What does he suggest a job applicant should do to best prepare for an interview?

4. Provide examples of documents that would be useful to take to a job interview.

5. How can a careers professional assist you in preparing for a job interview?

6. What is the purpose of practicing or rehearsing for a job interview?

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7. Explain what sort of things you can do in practicing for a job interview.

8. Define “mock” interview.

9. Louise Miller-Hoffmann states that most interviews use the same kind of questions. What are they?

10. List other examples given of preparing for a job interview.

11. How does a question related to responding to a challenging situation address preparing for a job interview?

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12. David Shaw mentions the S.T.A.R. approach in responding to questions. Explain this process.

13. What is the purpose of understanding your strengths and weaknesses for a job interview?

14. How do first impressions influence a job interview?

15. What do employers look for in the presentation of a job applicant at an interview?

16. Tanya Gucevski mentions the importance of providing examples in a job interview. How would that help?

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17. What advice is given about how quickly you should respond to an interview question?

18. Why is it important to ask a few questions yourself at the job interview?

19. What kind of questions should you ask?

20. What final advice does Jackie Masterson provide?

Extension Activities

1. Discuss the way the two case studies in the program (Kate and Jonathan) have used the advice given in the program for their job interviews.
2. Discuss the reasons why people do not get the job after the job interview. What are possible reasons, based on this program and other research you have done. Discuss ways of addressing those issues.
3. Visit organisations and industries in your local area and find out the way they conduct job interviews, and what they look for at the interview.
4. Ask a careers professional and employer to show you how the different types of job interviews are conducted: group, behavioural, simulation, etc.
5. Make a video showing the do's and don'ts of job interviews, with examples of good and not so good interviews, and tips on how to improve the not so good ones.
6. Design a pamphlet for young people that offer advice on the best ways to prepare for a job interview. Show it to family members, careers professionals and employers for feedback.
7. Using the internet, go back to the original sites you found about job interviews and evaluate how useful they were in the light of the advice given in this program.
8. Prepare a step by step wall-chart which shows people how to approach a job interview.

Suggested Student Responses

Active Viewing Guide

1. Why is it important to prepare for a job interview?
The better prepared the applicant is for a job interview the more likely they are to do well, be more confident and get the job.
2. Tim Campbell mentions that people often get very nervous before an interview. Why?
Because they are not aware of the job interview process, and start to panic and so perform poorly at the interview.
3. What does he suggest a job applicant should do to best prepare for an interview?
Do some research, contact the organization to find out more about it, and find out more about the actual interview process.
4. Provide examples of documents that would be useful to take to a job interview.
Your resume, application/cover letter, references, training certificates, other skill related documents.
5. How can a careers professional assist you in preparing for a job interview?
They can assist with preparing and rehearsing you for the job interview, provide insights and advice, and useful tips to improve your chances of getting the job.
6. What is the purpose of practicing or rehearsing for a job interview?
Practicing or rehearsing for the job interview lessens your anxiety, adds confidence, and helps you to know that you have done the best you can at the interview.
7. Explain what sort of things you can do in practicing for a job interview.
Rehearse the interview in advance with family and friends. Getting feedback helps you to prepare well for the actual interview.
8. Define "mock" interview.
An interview that is set up like a real job interview to assist you in rehearsing, practicing and preparing for the actual job interview.
9. Louise Miller-Hoffmann states that most interviews use the same kind of questions. What are they?
Typical questions include: Why have you applied for this job? What skills do you bring to this job? What are your strengths and weaknesses and how have you addressed them? Provide an example of a problem you solved at work, etc.
10. List other examples given of preparing for a job interview.
Using a mirror to see how you answer questions; doing a dress rehearsal of the interview at a workplace; watching your body language in the mirror; looking back at a film of your mock interview; getting feedback.
11. How does a question related to responding to a challenging situation address preparing for a job interview?
This demonstrates a real example of ways you addressed a problem or challenging event, and how you were able to resolve it, or learnt strategies next time from it.

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12. David Shaw mentions the S.T.A.R. approach in responding to questions. Explain this process.
Situation, task, actions and result. When responding to a question on a challenging situation, you would discuss what needed to be done, what actions you took, and the outcome.
13. What is the purpose of understanding your strengths and weaknesses for a job interview?
It helps you to be clear about the things you do well and are skilled at, and the things you would like to develop and need to improve on. Actual examples are always preferred at the job interview.
14. How do first impressions influence a job interview?
How appropriately you dress, how punctual you are, how well presented you are, all contribute to a first impression that will stay in the mind of an employer at a job interview.
15. What do employers look for in the presentation of a job applicant at an interview?
Hair brushed, wearing deodorant, clothes ironed, teeth brushed, and on time.
16. Tanya Gucevski mentions the importance of providing examples in a job interview. How would that help?
Actual examples at the interview demonstrate you have the requisite skills for the job, that you have appropriate attributes, experience and knowledge in the job area for which you have applied.
17. What advice is given about how quickly you should respond to an interview question?
Don't rush to answer, think carefully before responding. Use a few seconds to think about your answer.
18. Why is it important to ask a few questions yourself at the job interview?
It demonstrates that you have prepared well for the interview, and that you are interested in the job and the organization, and your potential role in that workplace.
19. What kind of questions should you ask?
Questions related to career or promotion opportunities, aspects of conditions of work and related tasks, and when you will be notified about the success or otherwise of the interview.
20. What final advice does Jackie Masterson provide?
First impressions are very important (dress, punctuality, etc) turn off your mobile phone; evidence you have researched the organization, your skills and attributes match the job you are being interviewed for, and you have examples to demonstrate the skills you have.