Interview and Mock interview Lesson Plans

INTERVIEWS and MOCK INTERVIEW

Resources – Post-it notes, flip chart paper, multi colour pens, paper, job description (p2)

Aims and Objectives – to explore the purpose of interviews, examine interview techniques and to carry out a “mock” interview.

Introduction

1. 5 minutes – What is the purpose of an interview?
Discuss and write up on post-it notes – stick up on white board.

2. 5 minutes – “An interview is like…” use an analogy to describe a job or other interview. Use analogies to explore interview experiences.
Discuss and write up on post-it notes - stick up on board, comments.

3. 5 minutes – Explain the Positive, Negative, Interesting (PNI) diagram. Using your previous experience, what was positive, negative and interesting about the job interview?
Discuss and use a “PNI” diagram in pairs to explore, discuss interviews.

4. Then use “confident and relaxed” hand out, and other job interview information. Hand out the following job description, and ask clients to read and prepare for a mock interview.

5. Ask clients to prepare answers to questions at an interview. Move into mock interview.

MOCK interview – one client and two tutors

Use example job description to prepare for job interview. Tutor plans a few set questions…

1. Could you give an example of when you used your initiative successfully?

2. Could you give an example of when you successfully worked in a team?

3. Could you give an example of when you successfully managed your time in a busy environment?

4. Give an example of one of your personal strengths.

5. Do you have any questions for us about the job?
Radio Assistant (Plugger)

About The Job

Opportunity to join leading London PR Company.

We are now seeking a Radio assistant to compliment our Music PR Company.

Applicant will be on the front line, dealing with all UK based music radio stations & showbiz news desks.

It is imperative that you have some knowledge of music radio output and aware of Radio 1&2’s programme schedule.

A bubbly personality, good phone manor and people skills essential, as you will be needed to confidently introduce new artists & repertoire to the various presenters, producers & Heads of Music - self motivation and enthusiasm a must!

Like any major record label, we do not have any one niche in music; we thrive on representing a varied roster of artists and projects!

We pride ourselves on client satisfaction and work as a tight unit, so applicant needs to be a serious team player.

The position will initially entail a six months induction period leading to (if successful) full time employment

If you feel you have the enthusiasm and capabilities that fits the bill, then please do contact us with a CV & Photo

Salary
TBD

Duration

Induction period leading to full time employment
## How to Look for Work - lesson plan

### Lone Parent Progressions - How to Look For Work

**Objectives**
By the end of the session, students will be able to:

1. List sectors where they are likely to find work and name 3 large local employers
2. List methods of finding work and how to approach in an organised manner
3. Identify qualities needed in a job description and find vacancies that suit their skills
4. Call for an application form and complete an application form

<table>
<thead>
<tr>
<th>Time</th>
<th>Objective</th>
<th>Teacher Activity</th>
<th>Learner Activity</th>
<th>Resources</th>
<th>Assessment Method</th>
<th>Differentiation</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.00</td>
<td>1</td>
<td>Tour groups giving pointers</td>
<td>Pairs - Use resources to find employment sectors and 3 employers</td>
<td>Phone book / PC with broadband</td>
<td>Sectors and employers listed</td>
<td>Extension activity: List 3 employment agencies locally</td>
</tr>
<tr>
<td>10.30</td>
<td>2</td>
<td>Demonstrate JCP site and one other e.g. Top Bananas</td>
<td>Pairs – List methods of finding work, suggest ways of keeping track of applications, suggest number of applications needed per week</td>
<td>Job leads logs</td>
<td>Discuss findings</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Give out Job leads log</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.00</td>
<td>3</td>
<td>Tour groups giving pointers</td>
<td>List partners qualities and find them 3 suitable vacancies</td>
<td>PC / Local jobs paper</td>
<td>Vacancies found</td>
<td></td>
</tr>
<tr>
<td>11.30</td>
<td>4</td>
<td>Give firm instruction re call process</td>
<td>Prepare call for an application form</td>
<td>Phone</td>
<td>Prep notes on flip chart</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Make the call</td>
<td></td>
<td>Listen / analyse call made</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Listen / analyse call made</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Advice for forms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Do an application form</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Application forms</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Resources**
- Phone book / PC with broadband
- Sectors and employers listed
- Extension activity: List 3 employment agencies locally
- Job leads logs
- Discuss findings
- PC / Local jobs paper
- Vacancies found
- Prep notes on flip chart
- Listen / analyse call made
- Advice for forms
- Do an application form
- Application forms
- Interview tips
- Job search handout
- Tour room

**Comments**
- I think we have too much here for two hours, need to think about use of take away material!
- Signposting could be flagged for Friday morning / afternoon?

Covers L1 and L2 reading, writing, speaking and listening elements. Ideal for employment skills classes.

Kindly contributed Andrew Potterton, Armstrong Learning, Andrew@armstronglearning.co.uk