

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?

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Radio Assistant (Pluggger)

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

Time	Objective	Teacher Activity	Learner Activity	Resources	Assessment Method	Differentiation	Comments
10.00	1	Tour groups giving pointers	Pairs - Use resources to find employment sectors and 3 employers	Phone book / PC with broadband	Sectors and employers listed	Extension activity: List 3 employment agencies locally	I think we have too much here for two hours, need to think about use of take away material!
10.30	2	Demonstrate JCP site and one other e.g. Top Bananas Give out Job leads log	Pairs – List methods of finding work, suggest ways of keeping track of applications, suggest number of applications needed per week	Job leads logs	Discuss findings		Signposting could be flagged for Friday morning / afternoon?
11.00	3	Tour groups giving pointers	List partners qualities and find them 3 suitable vacancies	PC / Local jobs paper	Vacancies found		
11.30	4	Give firm instruction re call process Advice for forms Plenary Go thru handouts Sign post help with training needs or self employment	Prepare call for an application form Make the call Listen / analyse call made Do an application form	Phone Application forms Interview tips Job search handout	Prep notes on flip chart Listen / analyse call made Tour room		