



# Interview skills 3: Preparing for different types of assessment

 **BARCLAYS** | LifeSkills



# Module overview

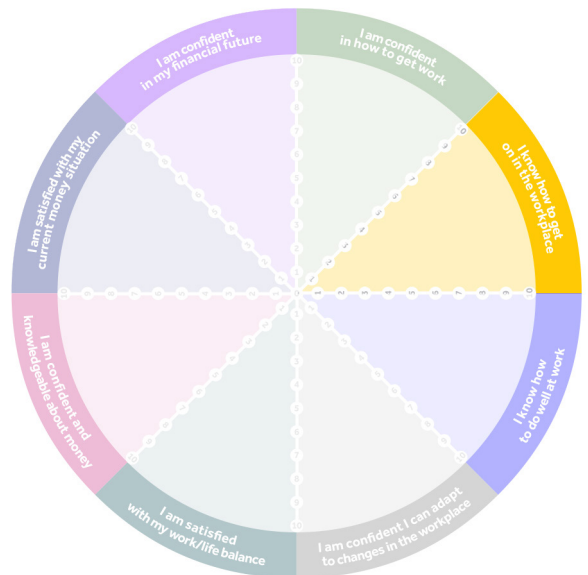
This module will introduce learners to the different types of interview and assessments that they may be asked to attend/undertake. They'll then take a mock interview to start building confidence.

| Time    | Key learning outcomes   | Which will lead to   |
|---------|---|--|
| 35 mins | <p>At the end of the module learners will be able to:</p> <ul style="list-style-type: none"> <li>Understand the difference between several types of interview formats and assessments</li> <li>Gain confidence in an interview situation through mock interview practice</li> </ul> | <ul style="list-style-type: none"> <li>Increased confidence and knowledge of the different types of interview and the main differences between them</li> </ul> |

## Important

Introduce the activity and theme and remind your learner of the coaching-based approach. Agree the desired outcome of the session with your learner.

Throughout the activity, we have included **'do now'**, **'do soon'** and **'do later'** actions which may help your learner to think about the next steps they could take. Alternatively, you could use the 'do now', 'do soon' and 'do later' headings to help your learner come up with their own actions.



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# Introduction

| Time       | Educator guidance  | Expected outcome   |
|------------|--|--|
| ⌚ 2-3 mins | <p>Refer back to your learner's LifeSkills wheel and discuss how they scored themselves in relation to this module.</p> <p>Discuss what they need to know/do to be able to increase how they rate their satisfaction with this area.</p> | <ul style="list-style-type: none"> <li>Learners are reminded of where they are now and what they need to do to reach a higher satisfaction score in this area</li> </ul> |

## Core activity one

### Building confidence for interviews

| Time       | Educator guidance  | Expected outcome  |
|------------|--|---|
| ⌚ 3-5 mins | <p>This activity is designed to build on the confidence and reassurance from the earlier Interview skills modules.</p> <p><b>Find out how your learner feels about taking part in an interview. Prompt them with questions, such as:</b></p> <div style="background-color: #e6f2e6; padding: 10px; margin: 10px 0;"> <p><b>How do you feel about taking part in an interview?</b></p> <p><b>Do you know about the different types of interviews or assessments that you could be asked to participate in?</b></p> <p><b>What types of interview are you aware of?</b></p> <p><b>What types of interview have you experienced before?</b></p> <p><b>Which type of interview might you find most challenging, and why?</b></p> </div> <p>If your learner expresses any feelings of nerves, find out what they are nervous about. Use this as the basis for further discussion and reassure them that nerves are completely normal.</p> | <ul style="list-style-type: none"> <li>Learners will explore how they feel about attending an interview and discuss the types of interview they have attended before</li> </ul> |

# Core activity two

## Practising interviews

| Time        | Educator guidance  | Expected outcome  |
|-------------|--|---|
| ⌚ 5-7 mins  | <p>Show your learner the grid of the most common <a href="#">interview and assessment types</a> on the LifeSkills website. Explain any that your learner is not familiar with and talk through the ones that are most relevant to them.</p> <p>Explain that a great way to feel more confident is to practise in a mock interview situation.</p>   | <ul style="list-style-type: none"> <li>Learners should start to feel more confident that they understand the different types of interview and are more comfortable in talking about the ones that are relevant to them</li> </ul>   |
| ⌚ 7-10 mins | <p>Using questions from the <b>Common types of interview questions sheet</b>, ask your learner to participate in a mock interview with you – this could be face-to-face, via telephone or even recorded. The mock interview should cover:</p> <ul style="list-style-type: none"> <li>Employer and job-specific interview questions</li> <li>Questions about your learner – what motivates and interests them?</li> <li>The opportunity to practise the STAR technique from <b>Interview skills 2: Practical answering techniques module</b> by asking competency-based interview questions</li> </ul> <p>Offer your learner the list of potential questions and ask them to spend a few minutes studying each, before the mock interview. This will help them to prepare.</p> <p>After the mock interview, reflect on which of the questions your learner found most challenging to answer, suggest elements that they could improve and highlight areas of strengths to build confidence.</p> | <ul style="list-style-type: none"> <li>Learners should gain confidence after practising at least one mock interview with their educator</li> <li>Learners should gain confidence in practising the STAR technique from <b>Interview skills 2: Practical answering techniques module</b> and understand how this meets the needs of a real-life interview situation</li> </ul> |

# Wrap up

| Time       | Educator guidance   | Expected outcome  |
|------------|---|---|
| ⌚ 5-7 mins | <p>Discuss any gaps that your learner feels they have in their knowledge of the interview process.</p> <p>Reflect on the score that your learner gave themselves on the LifeSkills wheel in relation to this module – do they feel closer to improving their score on the wheel now that they have an understanding of the interview process?</p> | <ul style="list-style-type: none"> <li>Learners should gain confidence in their knowledge of the interview process</li> </ul> |

# Optional extension

| Time         | Educator guidance  | Expected outcome  |
|--------------|--|---|
| ⌚ 10-20 mins | <p>Learners should use any extra time to practise a mock interview in the interview style that they feel they need the most practise with.</p> <p>This could be done with you, or with someone your learner knows in their wider networks.</p> <p><b>Do soon:</b> Try answering interview questions with a trusted person from your network using the STAR technique</p> | <ul style="list-style-type: none"> <li>Learners should gain greater confidence in attending a real-life interview after at least one further mock interview practise session</li> </ul> |



# Preparing for different types of assessment

## Common types of interview questions

| Employer-specific  | Job-specific   |
|--|--|
| <p>Employer-specific interview questions are typically asked to test your knowledge of the company and to see if you have done your research.</p> <p><b>The most common types of interview questions can include:</b></p> <ul style="list-style-type: none"> <li>• Why do you want to work for this company?</li> <li>• What do you know about us?</li> <li>• What is your favourite type of work environment?</li> <li>• What can you bring to our company?</li> <li>• What can you tell me about our products and services?</li> <li>• What do you know about our competitors?</li> <li>• What would you like to know about us?</li> </ul>   | <p>Job-specific interview questions are designed to help the interviewer decide if you have the knowledge and experience required to do the job you have applied for. These types of questions are very common if the company needs an experienced candidate, and if the job requires specific technical or industry expertise.</p> <p><b>You could be asked:</b></p> <ul style="list-style-type: none"> <li>• Why should we hire you to do this job?</li> <li>• Why do you want this job?</li> <li>• What particularly interests you about this job?</li> <li>• Tell me about your previous experience in a similar job/in this industry</li> <li>• What would be your greatest challenge in doing this job?</li> <li>• What would you find easy about this job?</li> <li>• What would be your dream job?</li> <li>• What would you do in your first 30/60/90 days in this role?</li> </ul> |
| About you  | Competency-based   |
| <p>The interviewer will be keen to know more about you. For many positions, your personality and personal qualities are equally as important as your skills and experience. The interviewer will not be trying to trip you up with these questions, so answer as honestly, and positively, as you can.</p> <p><b>The interviewer may ask questions such as:</b></p> <ul style="list-style-type: none"> <li>• What is your biggest strength?</li> <li>• What is your biggest weakness?</li> <li>• Why are you looking for a new job?</li> <li>• Why did you leave your last job?</li> <li>• What are your career goals for the next five years?</li> <li>• What are your hobbies?</li> <li>• If you were an animal, what type of animal would you be?</li> <li>• Tell me something positive that your previous boss/best friend would say about you?</li> <li>• What motivates you/stresses you out?</li> </ul> | <p>These questions are an opportunity to practise the STAR technique. The interviewer is trying to find out how competent you are in certain situations, such as leading a team, handling difficult customers, or working under pressure.</p> <p><b>Competency-based questions can include:</b></p> <ul style="list-style-type: none"> <li>• Tell me about a time when you have demonstrated good leadership skills</li> <li>• Tell me about a time when you had to deal with a difficult customer</li> <li>• Tell me about a time when you handled a challenging project</li> <li>• Tell me about a time when you worked as part of team to deliver a piece of work</li> <li>• Tell me about a time when you felt under pressure at work and how you handled it</li> </ul>  |