

Go for gold – interview practice

CAREERS AND
TRANSITION

Teachers' notes

Year level
Year 7, 8, 9, 10

VELS
Level 5 & 6



Time One hour

Purpose

Give students practice in order to develop their interview skills.



Rationale

People are usually nervous about going for interviews. Like training for the Olympics, students need to prepare and practise interview skills, to give them the best chance of success. They need to become aware of how an interview is performed and how they will react.



Activities

Students should have completed the following lessons prior to these activities:

- Writing a winning resume;
- Applying for jobs; and
- Interview preparation.

If possible draw together a group of adults from outside the school to interview students. This could include parents, Job Network or Centrelink staff, Regional office staff, representatives from volunteer organisations such as Rotary, or representatives from the local Chamber of Commerce. If not possible, use other adults from within the school. They should be sent copies of the job ads prior to the interviews.

1. It is important to make these rehearsals of interviews as realistic as possible. To this end, real job advertisements should be used. Divide students into groups and get each group to find a job advertisement for a job that interests them from different source i.e.
 - the internet;
 - Saturday Age employment section (or other newspaper); and
 - Centrelink or other government service.
2. After selecting a job, students adapt their master resume and prepare a covering letter.
3. Using the questions discussed in the interview preparation lesson, students in pairs prepare questions for their partner's job, then do practice interviews. (Students can be put into groups of three to four, with two people acting as observers and providing feedback after the interviews.)
4. Arrange a special day for the interviews. If possible get students to dress appropriately for the interview and hold the interviews in a space away from the classroom.
5. Provide interviewers with a copy of the *Interview evaluation* for each student.

Further activities

- Do interviews using a panel of interviewers.



Go for gold – interview practice

Resources



- Copies of the *Interview evaluation* for each student (to be given to the interviewers)
- Copies of the Employment section of Saturday's *Age* newspaper
- Employment recruitment websites such as:
 - <http://www.seek.com.au/>
 - <http://www.careerone.com.au/>
 - <https://jobsearch.gov.au/>
- Copies of *Interview questions* sheet for each student from *Interview preparation* lesson
- *Youth Central* website at <http://www.youthcentral.vic.gov.au/>
- Doing step in the My guide section of the *myfuture* website at <http://www.myfuture.edu.au/>
- *Job Guide* – in print or online at <http://jobguide.dest.gov.au/>

Victorian Essential Learnings (VELS)

Level 5 and 6

Strand	Domain	Dimension
Physical, Personal and Social Learning	Interpersonal Development	Building social relationships
	Personal Learning	Managing personal learning
Discipline-based Learning	The Humanities – Economics	Economic knowledge and understanding
Interdisciplinary Learning	Communicating	Presenting
	Thinking Processes	Reflection, evaluation and metacognition