



# **KINGSWOOD PARTNERSHIP**

## **INTERVIEW SKILLS PREPARATION PACK**

**NAME:**

# WORK RELATED LEARNING INTERVIEW SKILLS PREPARATION

The aims of this part of the programme are to:

- Help you develop greater **self-awareness**
- Help you increase your **personal confidence**
- Help you improve your **communication skills**
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**Ice-Breaker activity: *What am I?***

- Sit in a circle
- You will be given an "**emotion card**". (Don't let anyone see this card.)
- Now adopt a pose that shows the emotion on the emotion card.
- The rest of the group must guess what it is.

***Now! Let's get started!***

Complete the table below.

One of my strengths	Something I could improve

Think of a way you could *turn something you find difficult into a strength*.

Then fill in the following:

Something I find difficult	How I could turn this into a strength

***Negative and Positive Body Language - What is it?***

In the table below write in 2 examples of negative and positive body language.

Negative body language	Positive body language

***Now briefly discuss the question below:***

- Why is body language **important** when you are talking to someone? (Spend a few minutes talking about this with another student.)

# PERSONAL QUALITIES EMPLOYERS LOOK FOR

## 1. Which of the following do you think are the most important?

Rate on a scale of 1-4 for each quality how important you think it is. [4 = very important. 1 = less important]

Reliable and trustworthy	<input type="checkbox"/>	Punctual	<input type="checkbox"/>
Enthusiastic	<input type="checkbox"/>	Shows initiative	<input type="checkbox"/>
Keen to learn and improve	<input type="checkbox"/>	Polite	<input type="checkbox"/>
Good communication skills	<input type="checkbox"/>	Able to work well with others	<input type="checkbox"/>
Smart appearance	<input type="checkbox"/>	Accepts responsibility	<input type="checkbox"/>
Pleasant personality	<input type="checkbox"/>	Self-disciplined	<input type="checkbox"/>
Well organised	<input type="checkbox"/>		

## 2. Add 3 more qualities of your own.

1. ....
2. ....
3. ....

## 3. In the spaces below write down 3 qualities you think you are good at and 3 you need to improve.

I am good at:
1. ....
2. ....
3. ....

I need to improve:

1. ....
2. ....
3. ....

## INTERVIEW SKILLS - TALKING ABOUT YOURSELF

At an interview for a job, training place or college place, you should be prepared to talk about yourself. Write your own personal comments in each of the boxes:

Other experience or skills you have which will help you do the job or course you have applied for

Hobbies and interests

School

Future ambitions or plans

Work Experience



Why you have applied for that particular job or place - why does it appeal to you

THERE WILL USUALLY BE AN OPPORTUNITY FOR YOU TO ASK QUESTIONS.  
MAKE SURE YOU HAVE **ONE** OR **TWO** READY.

# TIPS ON THINGS TO DO BEFORE AN INTERVIEW.

## FUTURE PLANS AND AMBITIONS

- Employers like young people to have ambitions and the ability to plan out their future
- Try to link your plans to the job or the course you are being interviewed for (eg. if your going for a job as an apprentice mechanic, don't say your long-term ambition is to be a model)



## WHAT APPEALS TO YOU ABOUT THE PARTICULAR JOB YOU ARE BEING INTERVIEWED FOR

- Find out something about the job and the organisation (eg. find out what the job or course involves, what skills you will need to do it well)
- You will need to convince them that you are really enthusiastic and would be the best candidate for it.

## ADDITIONAL QUESTIONS

- You will usually be asked if you have any questions
- Try to have one or two ready
- If they haven't told you about the money, don't ask about that first.

# TIPS FOR CREATING THE RIGHT IMPRESSION AT AN INTERVIEW!

Put the numbers of the guidelines below in the "Skills to be Learned" section you think is the right one.

SKILLS TO BE LEARNED	GUIDELINES (Remember not in right order here!)
<p><b>Communication:- Non-verbal skills</b></p> 	<ol style="list-style-type: none"> <li>1. Speak clearly, no grunts or slang eg. say YES not YE or YER! Say NO not NAR or NER!</li> <li>2. <b>Walk into your interview with confidence</b>, do not slouch or shuffle in!</li> <li>3. Some people have funny ideas about boys wearing earrings and girls and boys with <b>nose studs</b> or <b>eye studs</b> so do not take a chance, <b>leave them at home!</b></li> <li>4. Always accept a handshake.</li> <li>5. Make your answer interesting by explaining little details about the topic you are asked about.</li> </ol>
<p><b>Communication:- Verbal Skills</b></p> 	<ol style="list-style-type: none"> <li>6. Smile 😊 <b>when you get the opportunity</b>, nobody likes a grouch! You are allowed to be pleasant and use your eyes to show it.</li> <li>7. Look at the person.</li> <li>8. <b>Speak in sentences</b></li> <li>9. Remember! <b>You are being watched</b> from the moment you walk into the office, room factory, shop so do not make the mistake of playing about when you think no-one is looking.</li> </ol>
<p><b>Presentation skills</b></p> 	<ol style="list-style-type: none"> <li>10. When you come to sit down do it in style! Do not slump into the chair or slop into it. Sit down firmly, adjust yourself so you are sat comfortably, <b>sit up and look at the interviewer.</b></li> <li>11. People say that the way you dress gives a clue to your attitude. Neat and clean and <b>tidy = reliable</b> and sensible and employable.</li> </ol>

# INTERVIEW SKILLS WORKSHOP

## PREPARATION FOR INTERVIEW - PRACTISE QUESTIONS

Make brief notes in the boxes

<b>Interview Questions</b>	<b>Your Response</b>
Tell me a little about yourself.	
What job/college course would you like to do when you leave school? Why does this interest you?	
What skills could you bring to this job/course?	
Tell me about any work experience you have already, for example, a part-time or Saturday job, your Year 10 work experience.	
How do you think work experience will help you to prepare for your working life?	

<p>What are the things you do well?</p>	
<p>What qualities/skills would you like to improve?</p>	
<p>Tell me about a time you have worked as part of a team to complete a task or project.</p>	
<p>Where do you see yourself in five years time?</p>	
<p>Tell me about your hobbies and interests. What do you enjoy doing in your spare time?</p>	
<p>Think of three questions to ask the interviewer.</p>	

## ADDITIONAL QUESTIONS ABOUT THE JOB

This is an important opportunity for you to find out more about the job and to make sure that you really want it, and it is right for you. It looks better if you have one or two questions prepared. If they haven't told you about the hours, where you will be working, holidays and pay, **don't ask about the pay first!**

Here are some examples of questions to give you an idea, but you will need to think about questions that are relevant to you and the job.

- \* What sort of induction would I receive if I came to work here?
- \* What sort of training do you offer to young people?
- \* Are there any social or sports clubs in the company I could join?
- \* What hours will I be expected to work?
- \* Are there opportunities to do overtime?
- \* What are your customers/clients like - what sort of people are they?
- \* What kind of clothing would I need to wear? Is there a uniform or any safety clothing I will need to have? Is this provided?

Can you think of another question? If so, write it in the box below.

My question is .....

# MOCK INTERVIEW PRACTISE

Working in small groups, take turns being on the interview panel and the person interviewed (interviewee) for the job below. You will need to:

- Agree questions to ask the interviewee and who on the interview panel will ask them.
- Use the "Practise Interview Assessment Form" for the interview on the next page.
- Give the interviewee brief verbal feedback on how they did in the interview and if they have got the job or not.

## JOB DESCRIPTION

<b>Specialism:</b>	<b>Learning Disability</b>
<b>Working Hours:</b>	<b>Full time</b>
<b>Salary:</b>	<b>£7.19 - £8.00 per hour</b>
<b>Vacancies:</b>	<b>10</b>
<b>Start Date:</b>	<b>Not specified</b>

### Description:

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**Support Workers required;**

### Job Description:

We are looking for support workers with a wide range of experience to work with clients from the age of 17+ to older people 70+, with moderate to severe learning difficulties/physical disabilities or mental health. They will need a lot of experience of working on their own initiative.

Enhanced CRB will need to be applied for on the day of the interview!

### MAIN DUTIES AND RESPONSIBILITIES:

1. To contribute to the protection of individuals from abuse
2. To enable clients to maintain their personal hygiene and appearance
3. To ensure the person is dressed appropriately to task
4. To support individuals experiencing a change in their care requirements and provision
5. Assist in maintaining materials and equipment
6. To contribute to the support of clients during development programmes and activities
7. To support individuals when they are distressed
8. To enable clients to participate in recreation and leisure activities

# PRACTISE INTERVIEW ASSESSMENT FORM

NAME: ..... FORM: .....

**COMPETENT** = Competent at the skill now and did it well.

**WORKING TO** = Not yet competent at this skills but could do it with more practice.

**SKILL BEING ASSESSED**

**COMPETENT**

**WORKING TO**

Walked into interview with confidence		
Shook hands in a positive way without showing embarrassment		
Sat down and prepared to be interviewed		
Talked clearly and loudly enough to be understood		
Answered questions in sentences		
Made the answers to questions interesting to listen to by giving details		
Looked at the interviewer whilst answering questions		
Used eyes and face to show interested and friendliness		
Dressed appropriately for the interview		

**COMMENTS:**

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