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Program Support Notes

22 mins

Answering Interview Questions

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Answering Interview Questions

For Teachers:

Introduction

Answering Interview Questions addresses the perennial concerns that young people have about performing well in job interviews. There are definite dos and don'ts when approaching job interviews, and this program addresses all the key issues.

The program features interviews with a Recruitment Consultant and an Employer, and demonstrates the right and wrong ways of answering questions at a job interview. The best approaches to preparing for the interview and responding during the interview are demonstrated.

Throughout the program there are many examples of: types and styles of interviews, examples of appropriate responses, plenty of advice from the employer and the recruitment consultant, as well as demonstrations of good ways of responding to a wide range of interview questions and interview situations. By the end of the program, young people will better understand the job interview process, and the best ways of preparing for them.

Program Timeline

00:00:00	Copyright VEA Splash
00:00:00	Introduction
00:01:00	Understanding the Job
00:04:34	Anticipating Interview Questions
00:9:29	Examples of Interview responses
00:12:55	Different Types of interviews
00:16:45	Putting it all Together
00:20:50	Conclusion
00:21:29	Credits
00:21:48	End Program

Website References

- www.jobguide.deewr.gov.au
- www.jobjuice.gov.au
- www.myfuture.edu.au
- www.seek.com.au
- www.careerone.com.au
- www.mycareer.com.au

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Student Worksheet:

Before Viewing the Program

1. Discuss the following in groups or as a class:
 - a) Do you have a part-time or casual job?
 - b) If so, how did you manage to get it?
 - c) Was a job interview involved?
 - d) How did you prepare for the interviews?
 - e) How would you evaluate the way you performed at the job interview?
2. Discuss with your teacher, career practitioner, and your parents, the advice they would give about preparing for a job interview. Invite a careers practitioner and/or a local employer to the class to discuss their views on job interviews and the best ways to prepare for them.
3. List the key issues that someone should consider before attending a job interview. Discuss your ideas with the rest of the class.
4. What advice do publications like The Job Guide and other resources provide for young people preparing for a job interview?
5. What role do you think the resume has in the job application process? How would it impact on a job interview?

Answering Interview Questions

While Viewing the Program

1. The program begins by discussing the issue of “Understanding the Job”. What does this mean?

2. What is the purpose of the resume in the job interview process?

3. Explain what is meant by learning the “culture” of the job for which you applied.

4. What is the purpose of researching the organization to which you have applied?

5. Why is being confident and well prepared so important for a job interview?

6. Advice is given about “anticipating interview questions”. Why is that a useful thing to do?

Answering Interview Questions

7. How should you respond if you are asked unexpected questions during an interview?

8. What other advice is given about preparing for the job interview?

9. What should you do when rehearsing answers for the upcoming job interview?

10. Summarize the main points made about responding to interview questions in this first part of the program.

11. An interesting example is provided of two job interviews. Compare the two and for each one answer the following questions:

- a) What are the strengths or weaknesses of each interview approach?
- b) List the advice given based on these two interviews.
- c) Comment on why one interview was much better than the other one.

Answering Interview Questions

12. Name the different types of interviews and explain how they differ.

13. Identify the distinctive qualities of a group interview.

14. What things do you need to look out for in a group interview to ensure success?

15. List the positive things you should aim to contribute in a group interview?

16. Suggest how you can develop your ability to do well at a group interview?

17. What are the key factors involved in preparing for, and participating in, a job interview?

Answering Interview Questions

18. What is the extra advice the recruitment consultant offers?

19. How could a young school leaver with relatively little life experience be disadvantaged at a job interview? Suggest ways that these could be addressed.

20. Why is it important to ask the interviewer a few questions?

21. What final advice does the program supply?

Answering Interview Questions

After Viewing the Program

1. Invite some local employers to the class to discuss what they look for when interviewing people for jobs. How does what they say compare with the advice given in this program?
2. Check with the class if anyone is going for a job interview. Discuss ways you can implement the advice given in this program.
3. Prepare some role plays in the class, with employer and job applicant situations. Video them and discuss the key points about job interviews based on these observations. Invite some local employers, a careers practitioner, etc to view these interviews and comment on what works and what doesn't.
4. Construct your own video for your class which would offer advice on preparing for, and being part of, job interviews.
5. Prepare a brochure or poster for students that highlight the key issues concerning job interviews discussed in this program.

Answering Interview Questions

Suggested Student Responses

While Viewing the Program

1. The program begins by discussing the issue of “Understanding the Job”. What does this mean?
Knowing the job for which you have applied and being prepared to attend an interview.
2. What is the purpose of the resume in the job interview process?
To provide the employer with a well presented snapshot of your skills and abilities, with a view to giving you the opportunity for the job interview.
3. Explain what is meant by learning the “culture” of the job for which you applied.
What the job and workplace is, the types of people who work there, and the expectations of employers.
4. What is the purpose of researching the organization to which you have applied?
To gain valuable information to assist the interview, to show that you understand what you have applied for, and to demonstrate you have research skills.
5. Why is being confident and well prepared so important for a job interview?
In order that you minimize feelings of anxiety, that you demonstrate you want the job, and that you understand the organization for which you have applied.
6. Advice is given about “anticipating interview questions”. Why is that a useful thing to do?
So that you are well prepared with answers and that you are not surprised by most questions. However, be wary of being over-prepared to the point that you answer in a very mechanical way. Always be yourself.
7. How should you respond if you are asked unexpected questions during a job interview?
Very carefully: do not rush into an answer, it is OK to pause and think before you speak.
8. What other advice is given about preparing for the job interview?
Be honest, explain the skill set that you have, be positive about any weaknesses you may have by showing that you can address them, and demonstrate that you can work well in teams and communicate well.
9. What should you do when rehearsing answers for the upcoming job interview?
Memorize the main points, but not word for word responses. Use feedback from a video or friends about your style and approach when rehearsing. Always consider what the employer is looking for when asked questions, and how you can best address that.
10. Summarize the main points made about responding to interview questions in this first part of the program.
There is no single formula, but be positive, avoid negative responses, avoid slick or incorrect answers, hold the attention of the interviewer, be yourself, and demonstrate you have good interpersonal skills, motivation and the ability to do the job you are being interviewed about.
11. An interesting example is provided of two job interviews. Compare the two and for each one answer the following questions: what are the strengths or weaknesses of each interview approach, list the advice given based on these two interviews, and comment on why one interview was much better than the other one.
 - a) **The interview that was more relaxed, positive, clear and more natural was the most successful.**
 - b) **Explain things well, briefly and clearly, and use a 4 point approach in your answers: be positive, mention your experience and how it links to this job, the context of how you work through an example, and the outcomes achieved.**

Answering Interview Questions

12. Name the different types of interviews and explain how they differ.

One on one- One on one is very familiar

Panel - a panel interview is where a group of people interview you,

Group - a group interview is where you are placed in a room with a group of other people and observed completing a problem or task and communicating with one another.

13. Identify the distinctive qualities of a group interview.

You are being assessed against the others in terms of your performance at a task, your communication skills, how you may perform in a role play, how creative you are, whether any leadership or other skills emerge, your problem solving skills and your planning/organizing ability.

14. What things do you need to look out for in a group interview to ensure success?

Try not to be negative, or too quiet or too dominant. Lack of listening skills, poor communication, passive behaviour, and any intimidating or insistent behaviour is regarded as not appropriate when translated to a team/workplace setting.

15. List the positive things you should aim to contribute in a group interview?

Be able to think on your feet, discuss the problem or task with others, brainstorm and contribute ideas, listen to what others are saying, draw up an implementation plan collaboratively, work well with others.

16. Suggest how you can develop your ability to do well at a group interview.

Practice and rehearse in some mock group situations, model people you admire, be prepared to develop your listening and communication skills, look at what the employer is looking for from their perspective, be positive, natural and encouraging.

17. What are the key factors involved in preparing for, and participating in, a job interview?

Be prepared, research the organization, rehearse your responses but not to the point of memorizing everything you want to say, demonstrate your skills and knowledge and how they relate to the job, listen carefully to the interviewer and respond naturally and honestly, provide examples that show your skills in action, be positive and turn any weaknesses into positive actions.

18. What is the extra advice the recruitment consultant offers?

See the interview through the employer's/interviewer's eyes. Make sure your resume is explained at the interview. Volunteer information in a natural and honest way. Engage in a conversation with the interviewer, communicate clearly, provide personal examples to highlight the skills you have, be straightforward and to the point.

19. How could a young school leaver with relatively little life experience be disadvantaged at a job interview? Suggest ways that these could be addressed.

By not being able to demonstrate extensive skills and experience. This can be addressed by discussing the work experiences you have had, any voluntary work you have undertaken, the skills that you have developed, and some examples of ways you have demonstrated your skills, experience and abilities.

20. Why is it important to ask the interviewer a few questions?

To demonstrate your interest in the job, the research you have done beforehand, and that you are keen to explore more details about the job.

21. What final advice does the program supply?

Spend time researching the job and the organization for which you are applied; rehearse your responses to the likely questions you will be asked; demonstrate that you have the skills and abilities to do the job by using actual examples; develop a list of some questions you would like to ask the employer/interviewer.