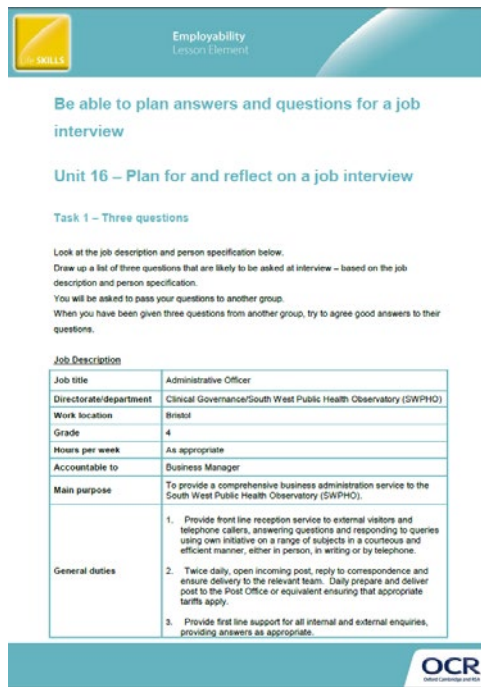


Be able to plan answers and questions for a job interview

Unit 16 – Plan for and reflect on a job interview

Instructions and answers for teachers

These instructions should accompany the OCR Lesson Element 'Be able to plan answers and questions for a job interview', which supports OCR Awards and Certificates in Employability Skills Unit 16 – Plan for and reflect on a job interview.



The screenshot shows the OCR Lesson Element document. It includes the title 'Be able to plan answers and questions for a job interview', the unit title 'Unit 16 – Plan for and reflect on a job interview', and 'Task 1 – Three questions'. The task instructions are: 'Look at the job description and person specification below. Draw up a list of three questions that are likely to be asked at interview – based on the job description and person specification. You will be asked to pass your questions to another group. When you have been given three questions from another group, try to agree good answers to their questions.'

Job Description

Job title	Administrative Officer
Directorate/department	Clinical Governance/South West Public Health Observatory (SWPHO)
Work location	Bristol
Grade	4
Hours per week	As appropriate
Accountable to	Business Manager
Main purpose	To provide a comprehensive business administration service to the South West Public Health Observatory (SWPHO).
General duties	<ol style="list-style-type: none"> 1. Provide front line reception service to external visitors and telephone callers, answering questions and responding to queries using own initiative on a range of subjects in a courteous and efficient manner, either in person, in writing or by telephone. 2. Twice daily, open incoming post, reply to correspondence and ensure delivery to the relevant team. Daily prepare and deliver post to the Post Office or equivalent ensuring that appropriate tariffs apply. 3. Provide first line support for all internal and external enquiries, providing answers as appropriate.

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Associated materials

Lesson Element Activity – 'Be able to plan answers and questions for a job interview'

Expected duration

Task 1 – 45 minutes

Task 2 – 1 hour

Task 3 – 50 minutes



Task 1 – Three questions

Hand out to learners the **Sample job description and person specification** (shown in the learner resources).

Ask learners to work in groups to draw up three questions likely to be asked at interview, based on the job description/person specification.

Ask learners to pass their three questions to the next group – so that they can draft possible answers to the questions.

Lead a discussion with the whole group to compare questions asked and possible answers.

Task 2 – Types of questions

Write on the white board three headings as follows:

- Short answer questions
- Knowledge based questions
- Competency based questions.

Explain the difference between the three types of questions to the group, giving an example of each if necessary.

Instruct learners, working in small groups, to agree on three questions to ask at a job interview – one short answer question, one knowledge based question and one competency based question.

Instruct two groups to work together.

Tell the first group to form a panel of interviewers who will ask the questions. Instruct the other group to nominate one member as the interviewee with the rest of the group observing. Remind observers not to speak during the 'interview' but give feedback at the end.

It may be helpful for the observers to complete the **Observer Feedback Sheet** during the 'interview'.

Tell the groups to swap roles with the second group acting as interviewers and the first group as interviewee/observers.



Task 3 – Asking questions

Explain to the whole group how important it is to show interest in an organisation at a job interview.

Hand out copies of the **Organisation information sheet** (shown overleaf).

Instruct learners (working in small groups) to write possible questions they could ask at interview based on the organisation information.

Tell the learners that they will be asked to read out questions they have written to the whole group, explaining how this relates to the information about the organisation.

Introductory text for the Learner Activity – Asking Questions

It is important to show interest in an organisation at a job interview.

Read the organisation information below. Work in small groups to write possible questions that you could ask at a job interview.

You will be asked to share your questions with the group.

Organisation Information Sheet

Pebbles and Peanuts – take a dip in Bromley!

A new pet centre called Pebbles and Peanuts has started trading in Bromley village. This new venture is literally causing a splash locally as it offers your pets the use of its heated pet pools as well as a pampering groom. There are several pools which cater for all types of pets from horses to rabbits. They also take in unwanted animals and offer a pet adoption service.

The new owner, Mackenzie Murphy, explained that she is in a joint venture with the agriculture college in Stonely and they share the buildings and facilities on offer. The students volunteer their time to gain valuable practical experience of handling and caring for animals.

There are 4 full-time members of staff who run the centre 7 days a week from 7am to 7pm. Many extras can be booked in advance from horse shoeing (visiting farrier by appointment), sheep dipping, dog walking parties and even goat milking!

For further details of what is on offer at the centre visit their website www.pebble&peanuts.coz



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