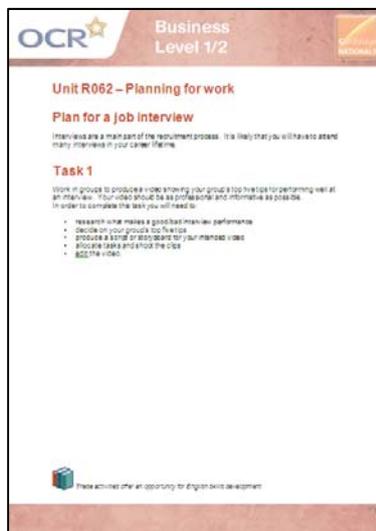


Unit R062 – Planning for work

Plan for a job interview

Instructions and answers for Teachers

These instructions should accompany the OCR resource 'Plan for a job interview', which supports Cambridge Nationals in Business and Enterprise Level 1/2 Unit R062 – Planning for work.



Associated Files:
Plan for a job interview

Expected Duration:
Task 1 - 1-3 hours

This resource comprises of one task.

Access to the Internet and video recording equipment are required.

Learners need to work in groups of four or five (in order to ensure sufficient personnel for acting, direction and video recording).

If video recording equipment is not available the task could be adapted to ask learners to create a Powerpoint presentation.

Teachers should use their discretion as to how many completed videos should be showed to the class. Possibly just the very best submission could be viewed for reinforcement purposes.

Interviews are a main part of the recruitment process. It is likely that you will have to attend many interviews in your career lifetime.

Task 1

Work in groups to produce a video showing your group's top five tips for performing well at an interview. Your video should be as professional and informative as possible. In order to complete this task you will need to:

- research what makes a good/bad interview performance
- decide on your group's top five tips
- produce a script or storyboard for your intended video
- allocate tasks and shoot the clips
- edit the video.

Top tips for interview (in no particular order) which could be covered in the learners' work:

- Have a good night's sleep
- Dress smartly
- Watch your body posture
- Maintain eye contact
- Use positive body language
- Listen carefully
- Speak clearly
- Research the business
- Plan your journey
- Arrive on time
- Practice your answers
- Ask questions
- Stay calm
- Show confidence
- Smile
- Do not waffle
- Remember your manners
- Be positive



These activities offer an opportunity for English skills development.

LESSONElements

The building blocks you need to construct informative and engaging lessons

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