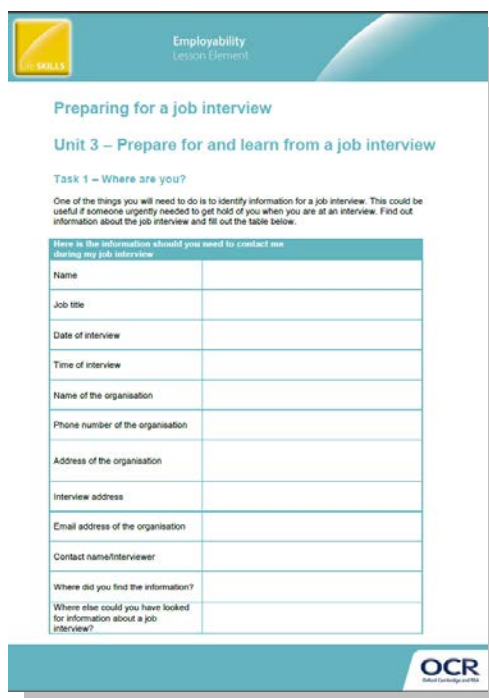


Preparing for a job interview

Unit 3 – Prepare for and learn from a job interview

Instructions and answers for teachers

These instructions should accompany the OCR Lesson Element 'Preparing for a job interview', which supports OCR Awards and Certificates in Employability Skills Unit 3 – Prepare for and learn from a job interview.



Preparing for a job interview

Unit 3 – Prepare for and learn from a job interview

Task 1 – Where are you?

One of the things you will need to do is to identify information for a job interview. This could be useful if someone urgently needed to get hold of you when you are at an interview. Find out information about the job interview and fill out the table below.

Here is the information should you need to contact me during my job interview	
Name	
Job title	
Date of interview	
Time of interview	
Name of the organisation	
Phone number of the organisation	
Address of the organisation	
Interview address	
Email address of the organisation	
Contact name/interviewer	
Where did you find the information?	
Where else could you have looked for information about a job interview?	

OCR
Oxford Cambridge and RSA

Associated materials

Lesson Element Activity – 'Preparing for a job interview'

Expected duration

Task 1 – 45 minutes

Task 2 – 40 minutes

Task 3 – 30 minutes



Task 1 – Where are you?

Learners need to understand how to identify information for a specific job interview. To develop these skills this activity is likely to be based on a hypothetical situation. Examples could be an interview at a children's nursery or an interview at the local supermarket.

Write examples on a white board of information required should someone need to contact the learner during their job interview, for example in the case of an emergency. Examples could include:

- Name of the organisation
- Contact details of the organisation – phone number, address, email
- Where the interview is taking place
- When the interview is taking place
- The job the learner is being interviewed for
- The name of the person conducting the interview.

Ask learners to work in pairs and find out as much of the information listed as possible. Learners may need access to the internet to complete this task.



Then ask learners to complete the template below, which is provided in the learner resource.

Here is the information should you need to contact me during my job interview	
Name	
Job title	
Date of interview	
Time of interview	
Name of the organisation	
Phone number of the organisation	
Address of the organisation	
Interview address	
Email address of the organisation	
Contact name/Interviewer	
Where did you find the information?	
Where else could you have looked for information about a job interview?	

Discuss with the whole group how successful they were in finding out the information and explore more effective ways of obtaining this information in future.

Task 2 – What to wear

Explain to the group that some jobs require uniforms, but even if they don't, there is always an acceptable 'dress code'.

Hand out the list of jobs and dress code images resources, which is provided in the learner resource. Ask learners to work together in small groups and try to match 'images' with 'jobs'. Ask each group to share their findings with the whole group.

** please note, although images may 'match' the 'jobs' the dress code would not necessarily be appropriate for the job interview.

Lead a whole group discussion around the importance of dressing appropriately at interview.

Letter	Job
A	Electrician
B	Police
C	Animal Care
D	Security Guard
E	Administration
F	Teacher
G	Catering
H	Care
I	Construction
J	Retail
K	Mechanic

Dress Code Images



Image letter

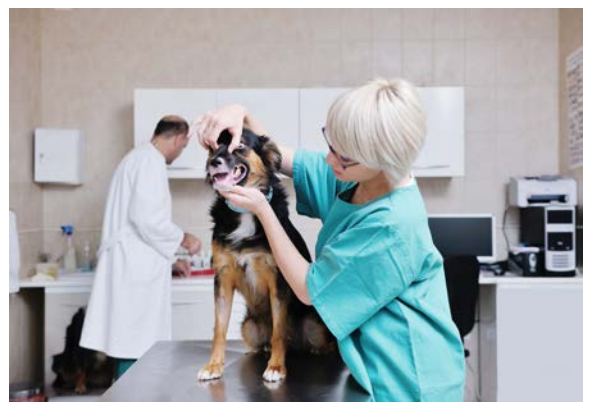


Image letter



Image letter



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Image letter

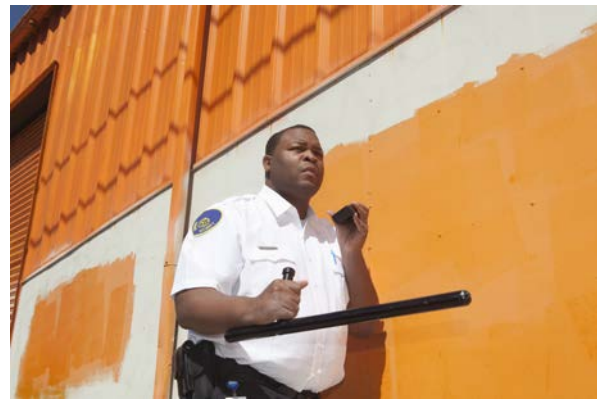
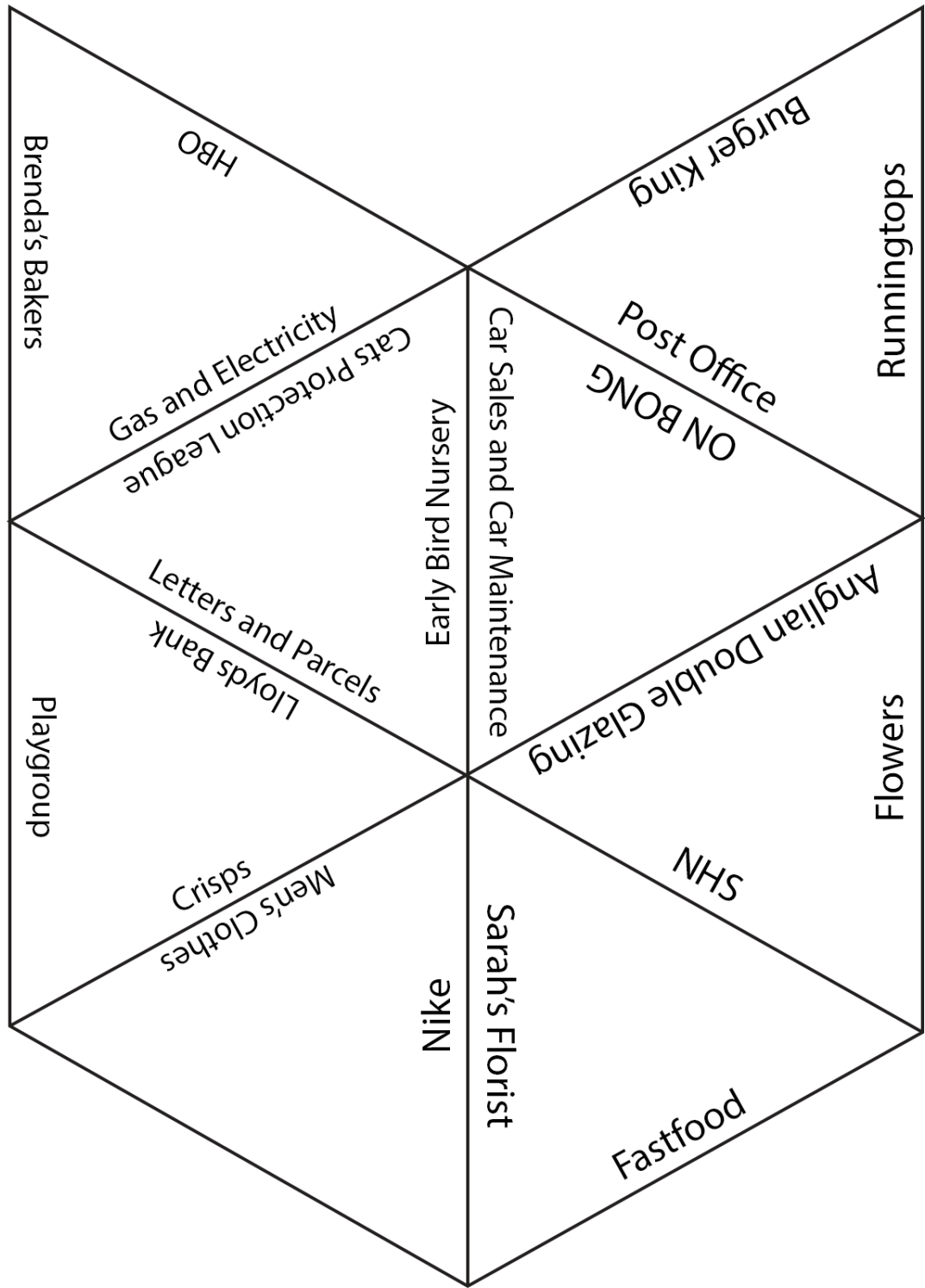


Image letter

Task 3 – What organisations do

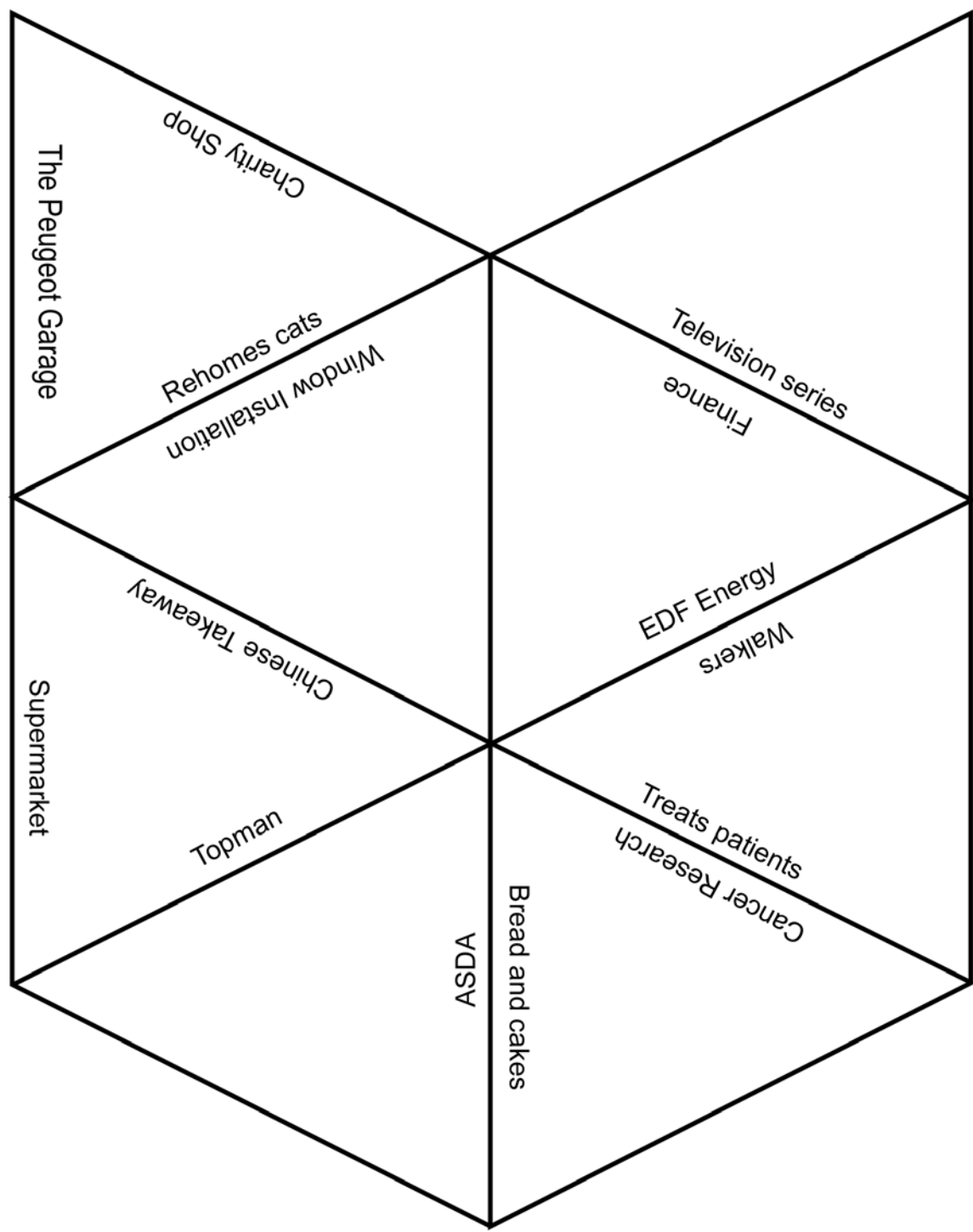
Tell learners that they will be working together in small groups. Explain that it is important to have a good idea what organisations do when you are preparing for an interview.

Hand out copies of the 2 Tarsia output sheets for learners to cut up into small triangles, these are provided in the learner resources.





Employability Lesson Element



The activity requires learners to create a Tarsia pyramid (as shown below).

Once all the groups have attempted the activity, tell them the correct answers and discuss how difficult the learners found the activity – raising awareness of the different things that organisations do.

Tarsia is a free downloadable resource from:

<http://www.mmlsoft.com/index.php/products/tarsia>

Answer sheet





Employability Lesson Element



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