

# Preparing answers and questions 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 answers and questions for a job interview’, which supports OCR Awards and Certificates in Employability Skills Unit 3 – Prepare for and learn from a job interview.*



The screenshot shows a lesson element page with the following content:

**Preparing answers and questions for a job interview**

**Unit 3 – Prepare for and learn from a job interview**

**Task 1 – What’s the answer?**

It is important to prepare answers to questions you are likely to be asked at a job interview. Working with your partner, write your answer against each of the questions on the list. The teacher will ask you to give one of your answers to the whole group, once everyone is ready. The teacher will choose which question they want you to answer.

Interview Questions List	
1	Tell me about yourself
2	What do you know about this company?
3	What would your friends say you were good at?
4	What good ideas have you had?
5	What are you not so good at?
6	Why do you want to work here?

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#### Associated materials

Lesson Element Activity – ‘Preparing answers and questions for a job interview’

#### Expected duration

Task 1 – 45 minutes

Task 2 – 20 minutes

Task 3 – 50 minutes

### Task 1 – What’s the answer?

Write two job interview questions on the white board.

1. Why do you want the job?
2. What is your greatest strength?

Explain why employers might want to know the answers to these questions. Ask learners to suggest possible answers. Explore the advantages and disadvantages of suggestions made.

Give learners the **Interview Question List** below. Ask the learners to work in pairs and write answers to the questions. Explain that each pair will need to share one of their answers with the whole group

When learners have finished answering the questions, ask each pair in turn to tell the whole group their answer to a particular question. Discuss the merits of the answer given with the whole group.

#### Interview Question List

1	Tell me about yourself	
2	What do you know about this company?	
3	What would your friends say you were good at?	
4	What good ideas have you had?	
5	What are you not so good at?	
6	Why do you want to work here?	

## Task 2 – Can I say that?

Hand out the **Interview Question and Answer** sheet included in the learner resources to the learners. Explain that this exercise is to be completed individually, but that there will be a whole group discussion about the answers once all learners have completed the exercise.

Explain that learners should ‘match’ answers to questions by drawing a line connecting the correct question to its answer.

While the learners are completing the exercise, write the following on the white board:

Is this a question likely to be asked at an interview?  
How could the answer be improved?

Once learners have completed matching questions with answers discuss each question and answer in turn and ask for ways of improving answers from the group.

BOX A	
1	I am well organised and friendly
2	What training opportunities are there?
3	I know nothing about your organisation
4	I don't have any weaknesses
5	I have worked in a similar job in the past
6	I raised some money for Cancer Research by walking ten miles
7	I am very interested in this type of work

BOX B	
C	What are your strengths?
G	Do you have any questions for us?
E	What do you know about us?
D	What are your weaknesses?
F	What experience do you have?
A	What have you done that you are proud of?
B	Why should we give you the job?

Although these ‘answers’ match the questions there is considerable room for improvement – particularly answers 3 and 4.

### Task 3 – What can I ask?

Explain to learners that it is useful to find out information about an organisation before an interview.

One way of demonstrating that interviewees have found out some information is if they ask a question based on the information they have read.

Tell learners that they will be working together in small groups.

Ask them to read this article about ALDI:

<http://www.bbc.co.uk/news/business-29406085>

You could print copies and hand them out.

Then ask them to identify key points in the text. This may be adapted to suit your learners.

Ask learners to write down questions they could ask if they were attending a job interview at ALDI.

Once all groups have agreed on at least one question, lead a group discussion about their suggested questions.



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