



# Knowledge Organiser

Employability Skills – Interview Skills

Year 12

Spring 2

## Types of Questions

**OPEN** (start who, what, why?)

**CLOSED** or **FACT FINDING** (Yes/no answers)

**CHARACTER** (all about you – hobbies etc)

**CAREER GOALS** (where do you want to be...)

**COMPETENCE** (give examples of when you have lead a team...)

**NONSENSE** (If you were an animal, which animal would you be? And why?)



## Types of Interview

Face to Face

Group

Skype/Zoom/Teams/Telephone

## Preparing for Interview

Plan your journey - timing, alternative route

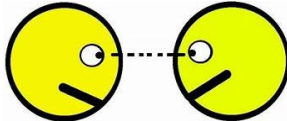


What to Wear - business dress

Right Documents - CV, Application form, ID,

Research the company - website, social media

Questions to ask - be prepared

## WWW/EBI at Interview

| What Went Well  | Even Better if...   |
|---|---|
| Smile   | Wait to be invited to sit down  |
| Arrive early<br>           | Eye contact<br>          |
| Prepare well<br>- Dummy run of journey<br>- Clothes laid out night before<br>- Prepared questions             | Turn that phone off!<br> |
| Provide examples of skills<br>(See STAR Technique)  | No Swearing   |
| Use listening skills<br> | No Slouching  |
| Use Interviewers name   | Don't criticise previous employer   |
|  Good Luck!              | Don't argue with the interviewer  |

## STAR Technique

**S - Situation** Be specific. Talk about a situation that **YOU** faced

**T - Task** What was **YOUR** role?

**A - Action** What did **YOU** do?

**R - Result** What was the outcome based on **YOUR** input?

