

Aims

- To emphasise the importance of researching an employer before attending an interview

Learning intention

- I will learn about interviews

Success criteria

- I can complete appropriate research in preparation for an interview
- I can state what preparation is needed before attending an interview

Before you start

- Familiarise yourself with the information about [interviews](#) in My World of Work
- Think about possible local employers that could be used for the research task
- Download and prepare class resources

Resources and downloads

- Suitable ICT with internet access (we recommend you use the latest versions of Chrome, Firefox or, in the case of Internet Explorer, version 10 or later)
- Printer
- [Know your stuff for interviews](#) worksheet
- [PowerPoint presentation](#)

Duration

These are suggested timescales only and will vary dependent on your group:

- 10 mins: Introduction
- 30 mins: Research a local company
- 20 mins: Present back

Suitable for

This activity is suitable for Senior phase: S4 to S6, and college or other means of study.

Suggested activities

Introduction (10 mins)

- Discuss why it is important to know background information about a company you are applying to and to plan ahead when attending an interview

Research a local company for a fictional interview (30 mins)

- Working in pairs or cooperative learning groups ask the class to imagine they are attending an interview at a local company and are going to conduct some research to find key information that will be of use in the interview
- Ask pupils to come up with names of local companies that they know of. You should also have some local employer examples prepared. Decide if you want the class to research the same employer or individual ones and agree the company that each group will research
- Issue the worksheet for pupils to complete. Pupils can also add their own questions and supplementary information

Present back to group (20 mins)

- Groups should present their research findings to the class

Next steps and related activities

- Pupils should visit My World of Work and complete the [Interview](#) tool, a video based mock interview quiz. This can be done individually, in pairs, or as a class if ICT resources are limited
- After completing these activities, you may wish to progress onto the [Mock Interview lesson plan](#)

Curriculum links

This activity is designed to support:

Career Management Skills

Horizons	I know how to find and evaluate information and support to help my career development.
Networks	I use information and relationships to secure, create and maintain work.

Career Education Standard 'I can statements'

Senior Phase	<ul style="list-style-type: none"> I can describe all aspects of typical recruitment and selection processes and how to best prepare for and manage these I can consistently demonstrate the skills, attributes and behaviours needed to sustain and progress in my career
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Experiences and outcomes

Health and wellbeing across learning	<p>Planning for Choices and Changes HWB 4-19a Based on my interests, skills, strengths and preferences, I am supported to make suitable, realistic and informed choices, set manageable goals and plan for my further transitions.</p> <p>HWB 4-20a I am investigating different careers/occupations, ways of working, and learning and training paths. I am gaining experience that helps me recognise the relevance of my learning, skills and interests to my future life.</p>
Health and wellbeing across learning	<p>Mental, emotional, social and physical wellbeing HWB 4-11a I make full use of and value the opportunities I am given to improve and manage my learning and, in turn, I can help to encourage learning and confidence in others.</p>
Literacy across learning	<p>Listening, talking and reading LIT 4-25a I can use notes and other types of writing to generate and develop ideas, retain and recall information, explore problems, make decisions, or create original text. I can make appropriate and responsible use of sources and acknowledge these appropriately.</p>
Technologies	<p>ICT to enhance learning TCH 4-03b I can use ICT effectively in different learning contexts across the curriculum to access, select and present relevant information in a range of tasks.</p>