



Suitable for S4/S5/S6 pupils preparing for interviews

Goal

To introduce S4/S5/S6 pupils to the Interview tool on My World of Work and the STAR technique used for preparing for interviews.

Ambassador Learning Requirements

In advance Ambassadors should:

- Ensure that you have registered as an Ambassador – go into settings and tick the Ambassador box. Remind yourself of the process of getting registered i.e need an email address and a memorable password.
- Ambassadors to familiarise themselves with the Interview tool
- Ambassadors should also read all supporting materials on preparing for interviews with particular focus on STAR technique

Advance planning and preparation

- Ambassadors to use Plan-Do-Reflect template to help prepare for the event
- Where appropriate, Lead Ambassadors identified via discussion with group and teacher
- Ambassadors to identify and agree roles and responsibilities
- Ambassadors responsible for delivering the session to deliver practice session to group for peer review and feedback
- Prepare demonstration of the Interview tool and supporting content with a focus on the STAR technique
- Ambassadors to develop interview and STAR technique related questions and answers for quiz
- Ambassadors to liaise with appropriate school staff to ensure the session is delivered in a room with a computer/tablet and smart board/large screen including computers and tablets for the hands on session
- Ambassadors to consider any potential risks/problems and discuss possible solutions
- Ambassadors to ensure the session is delivered in a room with seats facing the smart board/large screen

Session

Demonstration using the live My World of Work site covering the Interview tool and supporting content on My World of Work, facilitated hands on activities focusing on registration and interview tool

(including STAR technique) followed by question and answer session.

(Always keep in mind that sessions can be adapted depending on the time you have available).

Demonstration (15 mins)

- Introduce yourselves to the audience and explain what the session will cover
- Ambassadors to deliver demonstration to pupils highlighting the Interview tool and supporting content available on My World of Work. (note your own experience of using this tool).
- Ambassadors should also highlight the benefits of registering so that results can be saved and useful content bookmarked.

Hands on sessions (30mins)

- Support pupils with hands on experience of My World of Work.
- Ambassadors to encourage pupils to complete interview tool and be on hand to provide support and more detailed information regarding the tool and STAR technique
- When pupils complete the Interview tool, discuss their report with them. Do they think should have answered the questions differently after reading the report?
- When the session is complete, thank pupils for participating and encourage them to read My World of Work resources covering interviews and the STAR technique for the competency-based interviews.

Question and answer session (5mins)

- Ambassadors to deliver question and answer session in the form of a quiz. Questions focusing on the key My World of Work areas covered on the day.



Review and Reflect

- Use the Plan-Do-Reflect template to review your activity
- What went well and what would you happily repeat next time?
- What would you do differently next time and why?
- If there were challenges – how did you overcome them?

Skills

As a group and as individuals think about the following list of skills areas and which of these skills you felt you developed by delivering this activity. Once you've decided on the key skills you've developed, log in to My World of Work and use the Skills tool in your Account.

You can save a maximum of 8 skills and these can be used to generate Job Profiles, Industries and Types of Apprenticeship where these skills are important. In your profile you can also write a Skills Summary that you can use to help create your Personal Statement.

People and communication	Practical	Thinking	Organisational
Communicating with people Listening to people Explaining things Working as part of a team Following instructions Persuading people Taking the lead Using computers Helping customer Being tactful Designing Helping people to learn Presenting to people Communicating ideas through writing Working on your own	Accuracy Working with your hands Repairing and fixing Making things Researching and investigating Coming up with new ideas Being creative Performing	Finding solutions to problems Being logical Coping with pressure Paying attention to detail Making decisions	Planning and organising Time management