**Activity Space (Preparing for an interview)**

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| **OP1 Grp** | **Member names** | **Roles** |
| 2 / B | Wei Li, Musfirah, Anvitha, Braden, Edward | Presenters |
| 3 / C | Isaac, Hao Feng, Sharif, Shyun, Tuan | Reviewers |
| 4 / D | Daryl, Emily, Tai, Haziq, Yu Zhong | Audience |
| 1 / A | Jun Lim, Alan, Wraine, Jun Leong, Aileen | Audience |

**Group 3 (Reviewers)**

Please refer to the rubrics and make notes on the following aspects of each presenter.

* Content and Structure
* Question and Answer
* Delivery: Non-verbal communication
* Delivery: Visual aids
* Delivery: Voice and Teamwork

**Groups 4 & 1 (Audience)**

* **Please remember to ask good questions at the end of the presentation.**

**Audience Activities**

Please go into pairs/ or threes and we will conduct a mock internship interview. Do share the position that you are interested in. You can also share a weblink to the job description.

You can use the suggested questions and/or you can ask your own questions. Each set contains traditional, unusual, behavioural and situational questions. You may want to include technical questions as well.

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| **Room** | **Names** |
| 1 | Daryl - Aileen |
| 2 | Emily – Jun Lim |
| 3 | Tai - Alan |
| 4 | Haziq - Wraine |
| 5 | Yu Zhong – Jun Leong |

**Instructions for the interview**

In pairs, Person A interviews Person B for 15 minutes and then, you swop over. Please give some feedback on what the person did well and how the person can improve.

Please share the job description/ website with the other party.

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| **Questions – Set A** |
| * Tell me more about yourself * Which animal best describes you? * If you were a pizza delivery man, how would you benefit from scissors? * Tell me about a mistake you made in the past and what you learned from it. * If you have multiple assignments from different managers, how would you prioritise what needs to be done? |

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| **Questions – Set B** |
| * Tell me more about yourself * If you could be a superhero, what power would you possess and why? * If you were a Microsoft Office Program, which one would you be? * Share a failure that you faced and how you reacted to it. * What would you do if you made a mistake that no one else noticed? Would you address the error and risk slowing things down or ignore it to keep the project or task moving forward? |

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| **Questions – Set C** |
| * Tell me more about yourself * Which dish best describes you? * What accomplishments are you most proud of? * Share a time you identified a problem in a project. How did you resolve it? * How would you handle an unhappy client/customer? |

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|  | **Key Takeaways** |
| 1 | * When doing technical interviews, during the planning phase, it is important to ask as many questions as possible to the interviewer regarding the problem statement given, so that you will be able to reduce the amount of ambiguity in your solution. * Important to project confidence during interviews. * Need to be very tactful when accepting/rejecting job offers, especially when you have multiple job offers. * Important to be upfront with the interviewer even if you can’t remember the topic * Stay cool during the interview ( ͡° ͜ʖ ͡°) * Important to project your rationale behind deriving the answers, even if it the answer may seem to be incorrect |
| 2 | Key takeaways from presentation:  1) Importance of placing different personalities in different parts of presentation  2) camera position, body language (excessive or not)  3) QNA signalling to teammates |
| 3 | Key takeaways from the presentation:   * Slide design is important as it can determine if your content was delivered properly or whether your audience can remember your content * Good signal words can improve teamwork * Hand gestures must be more natural so that it will aid in our presentation and the audience members will feel less awkward * For question and answer we need to be clear on our own parts, as well as help to prompt the other members if they are unsure of what to answer. Can also start with words like “maybe I can take this question first” or just highlight what part you are in charge of |
| 4 | Key takeaways from presentation:   * Not to be afraid to clarify the question being asked by the interviewer * Give time for readers to digest slide before moving on * Try to be humorous / make it light-hearted to get the audience engaged |