

Interview exercise

- Groups of 3 - Roles: Interviewer, Interviewee, Observer
- Time: 1 hour
- Resources: 4 job advertisements (A to D), 4 sets of interview questions (A to D) relating to the advertised roles

Preparation:

- Sufficient copies of job advertisements A-D – one set per group
- Sufficient copies of interview questions A-D – one set per person

5 minutes	<p>Introduction</p> <p>Interview exercise.</p> <p>With your presentation group, chose 2 job descriptions from the <u>Job Descriptions</u> handout.</p> <p>Decide who will be asking questions first (interviewer). Interviewers, do consider the questions corresponding to the two job descriptions chosen by your group, from the <u>Interview Questions</u> handout.</p> <p>Everyone will get the opportunity to be an interviewer, an interviewee and an observer.</p> <p>Interviews can take place in the main room consecutively, so that the all members of the tutorial have the opportunity to act as observers and reflect on ways to improve their own performance.</p> <p>You will have the opportunity to interview for one of 4 advertised roles.</p> <p>Each interview session will last 15 minutes during which the interviewer will ask the interviewee 5 questions about them and their suitability for the chosen role.</p>
5 minutes	<p>Interviewees, familiarise yourselves with the jobs – there is no need to look at interview questions yet. Everyone needs to choose the job they feel they are best suited for and when it is your turn to be interviewed, let the interviewer know which job you are interviewing for A, B, C or D, so that they can ask the corresponding questions.”</p> <p>Give groups a few minutes to familiarise themselves with the roles.</p>

3 minutes	<p>First interview – introduction</p> <p>Decide among yourselves who the first interviewer and interviewee will be. The interviewer will ask the questions for the specific job chosen by the interviewee.</p> <p>“Interviewers – Your job is to ask the questions for the particular job and to listen carefully to the interviewee’s answers. You may make notes but not at the expense of listening. If there is no observer in your group, it will be your job to make the decision as to whether the interviewee is a suitable candidate or not.”</p> <p>“Interviewees – You will not have access to the questions during the interview and will have to listen carefully to the question being asked and answer it to the best of your ability to clearly demonstrate that you have the knowledge, experience and motivation that is being asked about”</p> <p>“Observers (where there is one) – your job is to make notes on the interviewee’s copy of the interview questions to hand back at the end. Between the observer and the interviewer, once all the questions have been asked, they must discuss whether the interviewee is a suitable candidate or not. Both the interviewer and observer should provide the interviewee with feedback on their performance.”</p>
12 minutes (approximately)	<p>First Interviews</p> <p>Notify groups at the 10 minute stage that they ought to have got through the 5 questions and should be at the point where they are giving feedback to the interviewee.</p>
12 minutes (approximately)	<p>Second interview</p> <p>Change roles. Same drill as for first interview.</p>
12 minutes (approximately)	<p>Third interview</p> <p>Change roles – for groups of 2, if any – have them join another group as observers and contribute to the decision-making discussion at the end. Same drill as before.</p>
Remaining time (if any)	<p>Feedback from groups</p> <p>Use any remaining time to discuss any observations or best practice that the groups want to share.</p>