# EMPLOYABILITY TOOLKIT – JOB INTERVIEW OPTION 1 FACE TO FACE

*This task is one of an integrated but adaptable set developed by the Careers and Employability team for Flinders University educators to improve student preparedness for the 'world of work'. Use it as the basis for an assessment, non-graded assessment, or activity. Further information and the full framework is* [*located here*](https://staff.flinders.edu.au/learning-teaching/employability-toolkit)*. Topic Coordinators are welcome to adapt these to purpose.*

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| **Task** | | Job Interview (Option 1 Face to Face Interview) |
| **Task type** | | Oral |
| **Length** | | 6-minute face to face interview |
| **Learning outcomes\*** |  | | |
| **Employability skills** | **Communication; self-management; initiative; reflection** | | |
| [**Employability Toolkit Category**](https://staff.flinders.edu.au/learning-teaching/employability-toolkit) | **Develop and customise job applications and interview skills** | | |
| **ABCD\*\*** | **Career building: students will improve on abilities to seek, obtain/create and maintain work (C7, P4)** | | |

*\*Topic Coordinator to map to learning outcomes; \*\*Mapped to* [*Australian Blueprint for Career Development*](https://cica.org.au/wp-content/uploads/Australian-Blueprint-for-Career-Development.pdf)

## Task Objectives

1. Clearly articulate key skills and career goals in a professional interview
2. Use appropriate communication skills to interact with peers, professional contacts
3. Demonstrate the interpersonal skills needed to engage successfully in a job interview

## Task Rationale

During the course of our careers, most people will need to attend an interview, usually as part of a formal recruitment process. If an employer invites you to interview it will usually mean that you were short-listed after a review of your written application (e.g. resume, cover letter and/or responses to selection criteria). The purpose of an interview is to further evaluate your suitability and ‘fit’ for the role and organisation (e.g. your skills, commitment, motivation, attitude, presentation, communication style, values, personality and appearance.)

Interviews are really about self-marketing: how will you best promote your personal and professional skills and experience to an employer? How well you connect/stand out to the employer can, in large part, be helped by your preparation and the homework you do and this includes preparing for interview questions.

## Task Description

For this task you will participate in a **6-minute**, face to face mock interview with your Topic Coordinator or representative. During the interview you will **answer FIVE open questions**.

* Your Topic Coordinator will post several job advertisements on FLO each identifying **THREE** selection criteria that you may need to respond to during your mock interview
* Prepare (and practice) your responses using the suggested resources
* Attend your 6-minute mock interview with your Topic Coordinator (or delegate)

## Questions

You have 6 minutes, which equates to about one minute per question allowing time for introduction and closing. Questions will be as follows:

* **Questions 1-3** will be based on one or more of the three selection criteria you have selected, AND/OR on the general applicant information provided in the job advertisement. You can expect at least one question to be framed as a ‘behavioural question’ e.g. “Tell us about a time when…” and you will need to respond using the STAR framework.
* **Question 4** will be designed to find out a little more about you – e.g. “Tell us about yourself” (TIP: ensure you refer to your career goals and link your key attributes back to your sector).
* **Question 5** will be designed to find out what you know about the organisation   
  (TIP: ensure that you research the organisation and link your research back to your career goals/aspirations – see ‘[Now what about them?](https://rise.articulate.com/share/0v1wJXD2E4Gu721al8efIUnfulDFTaSS#/lessons/IUP1k17bYiSrXYG2EHhI6jCg1ubg2QvC)’ for ideas).

## Additional information

* Interviews can be unpredictable – generally you will not know what questions you may be asked; however there are important clues in the selection criteria provided in the job advertisement. Some common examples of selection criteria include:
  + Proven ability to work effectively both as part of a team and independently
  + Excellent communication (oral and written) and interpersonal skills
  + Good organisational and administrative skills
  + Ability to problem-solve
  + Demonstrated leadership skills and ability to use initiative
* Your responses may draw on evidence from your academic studies; sector-related placements, volunteering or work; non-sector related employment; or extra-curricular activities
* Ideally you will draw from experiences from the last 2-3 years to emphasise your skills/knowledge/experience/qualities but if you have historical experience that is very relevant it would also be appropriate to highlight this
* We do not expect you to purchase new clothes for a simulated interview – aim for a neat-casual dress code

## Resources to help you prepare

* Prepare for behavioural questions using the [STAR method](https://biginterview.com/job-interview-questions/#chapter-7)
* Practice interview questions using [Big Interview](https://careerhub.flinders.edu.au/students/infoPages/detail/15/interview-central) or with a peer
* For general tips and tricks for preparing for an interview you may also like to attend our regular [Interview Hack](https://careerhub.flinders.edu.au/students/infoPages/detail/275) or access a [recording](https://flo.flinders.edu.au/course/view.php?id=16394).

## Marking Information

* There is a total of 20 marks available.
* Each of the FIVE questions is worth three marks (total 15 marks available). The answer for each question will be marked using the criteria outlined below.
* The remaining 5 marks are awarded for your demeanour and overall performance in the interview (non-verbal communication, appropriate interview behaviour, ability to ask suitable questions).

## Notes for Topic Coordinator

This task could be adapted in several ways:

* Instead of conducting a face-to-face interview, students can record video responses and upload them to FLO – if you would prefer this approach we recommend task: *Job Interview: Option 2 (Video Interview).*
* Recruitment staff from a key organisation could be invited to provide an industry perspective in preparing students and/or participating in the task – contact the Careers and Employability Service for assistance.
* Adjust the number of questions.

**Job Hacks sessions**

The Careers and Employability team also run regular [Job Hacks sessions](https://careerhub.flinders.edu.au/students/infoPages/detail/275) on preparing for interviews, open to all students. With sufficient notice, these sessions may be aligned with teaching or students may be encouraged to book into a session outside of teaching. Contact the Careers and Employability Service [careers@flinders.edu.au](mailto:careers@flinders.edu.au) or 8201 2832 if you would like to discuss options.