# EMPLOYABILITY TOOLKIT – JOB INTERVIEW OPTION 2 VIDEO

*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.*

**NOTE**: Current University policy requires student assessments to be archived and available for seven years. As the BigInterview platform does not enable downloading of recordings, this task should be offered only as non-graded assessment or an activity.

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| **Task** | Job Interview Option 2 (Video Interview) |
| **Task type** | Video recording |
| **Length** | 6 minute pre-recorded video interview  |
| **Learning outcomes\*** |  |
| **Employability skills** | Communication; self management; oral communication; digital literacy |
| [**Employability Toolkit Category**](https://staff.flinders.edu.au/learning-teaching/employability-toolkit) | Develop and customise job applications and interview skills  |
| **ABCD\*\*** | Career building (C): 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 you are going to connect/stand out to the employer can in a large part be helped by your preparation and the homework you do beforehand and this includes preparing for interview questions.

Video interviews are becoming an increasingly common tool for employers to use in screening and selecting applicants as part of the recruitment process. They can save time and money in the recruitment process enabling more flexible, rapid and wider screening while limiting scheduling and any travel costs.

Video interviews may be:

* live with an interviewer/s– emulating the traditional face-to-face, in-person interview
* pre-recorded where the candidate answers questions – these will often have a time limit for preparation and recording and sometimes with restrictions on the number of ‘takes’
* a pre-recorded video ‘selfie’ or ‘cover letter’ – a recorded summary introducing yourself within a limited time (e.g. 60 seconds)

As with all interviews, preparation and practice are essential.

## Task Description

For this task:

* 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
* Undertake a pre-recorded **video interview** during which you will answer **FIVE open questions**

## Questions

* **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).

## To record your responses

* Register and log in to [Big Interview](https://careerhub.flinders.edu.au/students/infoPages/detail/15/interview-central)
* Go to ‘Assignment’ and enter the code supplied by your Topic Coordinator
* You will be given a maximum of 1 minute to answer each question
* You will have three attempts for each question
* Upon completion of the interview you will be asked to submit the interview which will share a link back with your Topic Coordinator to enable assessment.

## 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

* Ensure you set yourself up for appropriately for your [video interview](https://careerhub.flinders.edu.au/students/infopages/detail/332)
* Practice interview questions using [Big Interview](https://careerhub.flinders.edu.au/students/infoPages/detail/15/interview-central)
* Prepare for behavioural questions using the [STAR method](https://biginterview.com/job-interview-questions/#chapter-7)
* 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).

## Notes for Topic Coordinator

* For this task you will need to set up an assignment via [Big Interview](https://careerhub.flinders.edu.au/students/infoPages/detail/15/interview-central) – the Careers and Employability team have prepared an assignment to support this task which can be duplicated and adapted to your needs
* The assignment enables flexibility to select questions, adjust recording attempts and duration of responses, and customise assessment criteria
* You may decide to share the link with the student just prior to the task with a short deadline – this will ensure they have adequately prepared; it will also emulate the common ‘real life’ experience where the interview questions are not known until, or shortly prior to, interview commencement
* Instead of conducting a video recording, this task has also been adapted for face-to-face interviews which include a rubric – if you prefer this approach we recommend the task: Job Interview: Option 1 (Face to Face interview)
* Contact the Careers and Employabilty team for assistance setting up your assignment

## Assessment criteria

* Assessment criteria can be set up in Big Interview as standard or customised (the screenshot below shows standard review criteria)
* Assessment criteria should be shared with students once these have been established
* You will receive a link to assess the assignment once the student has submitted it – note that once you submit the student will receive an email alerting them that their assignment has been reviewed
* You can choose to mark each question using the criteria or simply mark the entire assignment against the criteria
* Recordings can be shared via Big Interview (e.g. with key industry recruitment contacts who could be invited to provide an industry perspective or for student peer review)

