Exercise 8.1 Interview simulation

Interview simulations

On the last session of the C&C group students are having interview simulations. It is important to appoint the interview pairs and give careful instructions to students in previous session. Each student will practice both the role of an interviewer and the role of interviewee. It might be a good idea to make interview schedule in a way, that students will change pairs after first round. Make sure that everyone knows who they are interviewing and who is interviewing them (i.e. who they need to send the applications to).

Instructions for job seeker:

1. E-mail your revised application & CV to your interviewer by xx.xx.xxxx
2. Remember also to send the job announcement for the position you are applying (if it’s not an open position, describe the imaginary position; company, title, responsibilities etc.)
3. Bring all needed documents with you (certificates, testimonials, letters of reference)
4. Instructions for interviewer:
5. Read the job announcement / description carefully – what skills / competences / personal qualities is needed and how can you find out if the applicant is good for the position or not?
6. Prepare interview questions for your pair (see previous materials and use your imagination)
7. Bring job seekers application documents with you to the interview
8. Instructions for both interviewer & job seeker:
   9. Be on time!
   10. Dress properly!
   11. Behave like it’s a real interview!
   12. Interview schedule
   13. Hand out the interview schedule to students in advance
   14. Make sure they change e-mail addresses

Exercise 8.2 My personal project

My personal project – career goals and action plan for job seeking

Set your career goals;

- Where are you aiming at with your career?
- Long-term goals & short-term goals
• Express your goals in a positive way

Prepare your action plan, to help you to direct your action towards your goals;

• Make it YOUR plan – that of benefits YOU most

• Make your action plan concrete and realistic

• What are your next steps?

• Describe your intentions with ‘functional words’ (I will explore, I will write, I will call…)

• Concentrate on present – what will you really do next?

Think also about following aspects of your personal project;

• What skills / information does my project require?

• Do I have all the required skills / information?

• Have I discussed my project with a person whose ideas and suggestions I value and whom I trust?

• Am I ready to adjust my project or build an alternative project if this doesn’t work?

• Do I feel that this is MY project and it has a personal meaning to me?

• Have I visualized my project somehow? You can consider making a drawing, visual map, mid map or illustrate it some other way.