

## **INTERVIEW TECHNIQUE**

### **GENERAL OBJECTIVES**

This Interview Technique syllabus seeks to offer candidates the opportunity to:

- prepare for and take part in a formal interview
- increase self confidence
- develop good listening skills
- develop clear speech
- develop clarity of thought
- share their ideas with ease and clarity
- understand the importance of self presentation
- engage, interest, persuade and inform their interviewer
- receive constructive and encouraging feedback

### **ENTRY LEVEL**

#### **LEARNING OUTCOMES:**

Candidates should:

- gain confidence
- experience a formal interview in a relaxed way
- experience examination procedure
- understand how to prepare for and to attend an interview
- attempt to speak clearly
- understand the importance of listening
- make themselves understood

#### **Marks awarded at this level:**

Speech	<b>25</b> marks
Self Presentation	<b>25</b> marks
General Communication	<b>50</b> marks

**PREPARATORY GRADE (5 Minutes)**

Candidates should:

1. Enter the examination and introduce themselves to the interviewer.
2. Discuss with the interviewer:
  - their family

**INTRODUCTORY GRADE (5 Minutes)**

Candidates should:

3. Enter the examination and introduce themselves to the interviewer.
4. Discuss with the interviewer:
  - their school

**PRELIMINARY GRADE (5 Minutes)**

Candidates should:

1. Complete a simple form provided by New Era, to bring into the examination room.  
(If necessary the teacher may assist the candidate in filling out this form.)
2. Discuss with the interviewer:
  - the details on the form

**TRANSITION GRADE (5 Minutes)**

Candidates should:

1. Complete a simple form provided by New Era, to bring into the examination room.  
(If necessary the teacher may assist the candidate in filling out this form.)
2. Discuss with the interviewer:
  - the details on the form
  - their favourite hobby

## **LEVEL 1 – FOUNDATION**

### **LEARNING OUTCOMES:**

Candidates should:

- demonstrate a general growth of confidence
- demonstrate an ability to speak clearly
- demonstrate an ability to discuss issues and ideas
- demonstrate appropriate responses and listening skills
- demonstrate a confident interaction with the interviewer
- demonstrate confident communication skills
- demonstrate resourcefulness and clarity of thought
- attempt to demonstrate the skills of Curriculum Vitae construction

At this level candidates are encouraged to compile their own Curriculum Vitae (CV) this may be either **written or typed**.

Candidates should include their basic details, education, interests and ambitions.

At this level it is anticipated that the candidate's Curriculum Vitae will be teacher guided.

## **GRADE 1 (10 Minutes)**

### **Marks awarded at this grade:**

Speech	<b>25</b> marks
Self Presentation	<b>20</b> marks
Discussion	<b>25</b> marks
General Communication	<b>30</b> marks

Candidates should:

1. Compile a simple CV to bring to the interview.
2. Discuss with the interviewer:
  - The contents of the CV
  - a subject arising from the discussion

## **GRADE 2 (10 Minutes)**

### **Marks awarded at this grade:**

Speech	<b>25</b> marks
Self Presentation	<b>20</b> marks
Memory Test	<b>10</b> marks
Chosen Subject	<b>25</b> marks
General Communication	<b>20</b> marks

Candidates should:

1. Compile a simple CV to bring to the interview:
  - this will be used as a basis for discussion
2. Listen to a message given during the interview:
  - repeat it at the end of the interview
3. Discuss with the interviewer:
  - an object of their own choice brought to the interview

### **GRADE 3 Foundation Medal (10 Minutes)**

#### **Marks awarded at this grade:**

Speech	<b>25</b> marks
Self Presentation	<b>20</b> marks
Memory Test	<b>10</b> marks
Chosen Subject	<b>25</b> marks
General Communication	<b>20</b> marks

Candidates should:

1. Compile a simple CV to bring to the interview:
  - this will be used as a basis for discussion
2. Listen to a message given during the interview:
  - repeat it at the end of the interview
3. Discuss with the interviewer:
  - A suggested change, of their choice, to the school curriculum

Candidates must compile a copy of their **current** timetable and also their **suggested** timetable change to bring to the interview to aid and support their idea.

### **LEVEL 2 – INTERMEDIATE**

#### **LEARNING OUTCOMES:**

Candidates should:

- demonstrate a competence to discuss issues and ideas
- demonstrate competent responses and listening skills
- demonstrate a confident interaction with the interviewer
- demonstrate confident communication skills
- demonstrate resourcefulness and clarity of thought
- demonstrate competent skills of Curriculum Vitae construction
- demonstrate competent reading comprehension and clarity of thought
- use clear, expressive speech and a varied range of vocabulary
- demonstrate a competent level of communication skills
- show individuality of thought

At this level candidates must compile their own Curriculum Vitae (CV) this may be either **written or typed**.

At this level a fuller CV outlining their details, education, aptitudes, achievements, interests and ambitions is expected.

#### **GRADE 4 (10 Minutes)**

##### **Marks awarded at this grade:**

Speech	<b>20</b> marks
Self Presentation	<b>15</b> marks
Comprehension	<b>20</b> marks
Discussion	<b>25</b> marks
General Interview Technique	<b>20</b> marks

Candidates should:

1. Compile a full CV to bring to the interview:
  - this will be used as a basis for discussion
2. Silent read a passage given to them during the interview:
  - read this passage aloud
  - explain to the interviewer in their own words its content and meaning
3. To discuss with the interviewer:
  - the importance of personal presentation at an interview

#### **GRADE 5 Intermediate Medal (10 Minutes)**

The Bernard Price Certificate of Excellence is awarded annually to the candidate gaining the highest Distinction mark in this examination.

##### **Marks awarded at this grade:**

Speech	<b>20</b> marks
Self Presentation	<b>15</b> marks
Reading of Article	<b>20</b> marks
Discussion	<b>25</b> marks
General Interview Technique	<b>20</b> marks

Candidates should:

1. Compile a full CV to bring to the interview:
  - this will be used as a basis for discussion
2. Bring to the interview **two** copies of a letter or article (from a newspaper or magazine) related to the candidate's chosen career:
  - read aloud the article
  - discuss it with the interviewer
3. Discuss with the interviewer:
  - the preparation necessary before attending an interview

### **LEVEL 3 – ADVANCED**

#### **LEARNING OUTCOMES:**

Candidates should:

- demonstrate excellent responses and listening skills
- demonstrate an excellent interaction with the interviewer
- demonstrate excellent skills of Curriculum Vitae writing
- use clear, expressive speech and a varied range of vocabulary
- show clarity and individuality of thought
- demonstrate an excellent standard of general interview technique
- aim for a standard acceptable in professional circumstances
- demonstrate the ability to be a resourceful and knowledgeable conversationalist
- demonstrate the diplomacy required when interacting in a work environment
- demonstrate a knowledge and some experience of a working environment
- demonstrate confident and competent presentation skills
- demonstrate confident and competent communication skills

**At this level the candidate must compile a full professional CV which is submitted to New Era with their entry for each grade.**

### **GRADE 6 Bronze Medal (15 Minutes)**

#### **Marks awarded at this grade:**

Speech	<b>20</b> marks
Self Presentation	<b>10</b> marks
Prepared Presentation	<b>20</b> marks
Discussion	<b>15</b> marks
General Communication	<b>20</b> marks
General Interview Technique	<b>15</b> marks

Candidates should:

1. Submit their own **full CV** with **their entry**:
  - this will form the basis of their discussion
2. Give a short presentation on:
  - the contribution of one individual who has, in the candidate's opinion, made a significant contribution to the area of work of the candidate's chosen career
  - answer questions arising from the presentation
3. Discuss with the interviewer:
  - the preparation necessary before attending an interview
  - general guidelines to remember when being interviewed

## **GRADE 7 Silver Medal (20 Minutes)**

### **Marks awarded at this grade:**

Speech	<b>15</b> marks
Self Presentation	<b>15</b> marks
Discussion on Problem Solving	<b>15</b> marks
Prepared Presentation	<b>20</b> marks
Discussion on Interview Criteria	<b>15</b> marks
General Interview Technique	<b>20</b> marks

Candidates should:

1. Submit their own **full CV** with **their entry**:
  - this will form the basis of their discussion
2. Resolve a work based problem suggested by the interviewer.
3. Suggest criteria against which an interviewee might be judged suitable for a position for which they have applied.
4. Give a short presentation on:
  - a topic selected by the interviewer 15 minutes before the interview. This will be based on the information given in the candidate's CV
5. Discuss with the interviewer:
  - the preparation necessary for a professional presentation and interview

## **GRADE 8 Gold Medal (25 Minutes)**

### **Marks awarded at this grade:**

Speech	<b>15</b> marks
Self Presentation	<b>10</b> marks
Discussion on Challenge	<b>15</b> marks
Discussion on Work Changes	<b>10</b> marks
Prepared Presentation	<b>20</b> marks
Discussion on Editorial	<b>10</b> marks
General Interview Technique	<b>20</b> marks

Candidates should:

1. Submit their own **full CV** with **their entry**:
  - this may form the basis of discussion
2. Introduce an area of challenge in their work experience:
  - describe the knowledge, skills and experience required to meet that challenge
3. Discuss with the interviewer:
  - the changes and developments that have taken place in their area of work over the last decade
4. Demonstrate through a prepared presentation:
  - how to sell an object, service or idea  
(Time limit 5 minutes)
5. Bring two copies of a recent editorial from a broadsheet newspaper to the interview and discuss with the interviewer:
  - the persuasive techniques employed
  - the rationale for the editorial viewpoint
6. Discuss with the interviewer:
  - the preparation undertaken for this interview
  - The different types and styles of interview used in candidate selection for jobs
  - The perceived advantages and disadvantages of these different types and styles