

INTERVIEW TECHNIQUE

GENERAL OBJECTIVES

This Interview Technique Syllabus seeks to offer Learners 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

Marks at this Level include taking into consideration technique and communication throughout each section:

Entry Level	Technique and Communication	Discussion
Preparatory	50	50
Introductory	50	50
Preliminary	50	50
Transition	50	50

PREPARATORY GRADE (10 Minutes)

Learners should:

1. Enter the examination and introduce themselves to the interviewer.
2. Discuss with the interviewer:
 - Where they live

INTRODUCTORY GRADE (10 Minutes)

Learners should:

1. Enter the examination and introduce themselves to the interviewer.
1. Discuss with the interviewer:
 - Their school

PRELIMINARY GRADE (10 Minutes)

Learners should:

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

TRANSITION GRADE (10 Minutes)

Learners should:

1. Complete a simple form provided by NEA, to bring into the examination room. (If necessary the Teacher may assist the Learner in filling out this form).
2. Discuss with the interviewer:
 - The details on the form
 - Their favourite hobby

LEVEL 1 – FOUNDATION

At this Level Learners are encouraged to compile their own Curriculum Vitae (CV) which may be either written or typed.

Learners should include their basic details, education, interests and ambitions. At this Level it is anticipated that the Learner's CV will be Teacher guided.

Marks at this Level include taking into consideration technique and communication throughout each section:

Foundation Level 1	Technique and Communication		Discussion
Grade 1	50		50
Grade 2	45	10	45
Grade 3	45	10	45

GRADE 1 (10 Minutes)

Learners 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)

Learners should:

1. Compile a simple CV to bring to the interview which will be used as the basis for discussion.
2. Listen to a message given during the interview and 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 (15 Minutes)

Learners should take a copy of their **current** timetable and also their **suggested** timetable change to the interview to aid and support their idea.

Learners should:

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

LEVEL 2 – INTERMEDIATE

At this Level Learners should 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.

Marks awarded at this Level taking into consideration technique and communication throughout each section:

Intermediate Level 2	Technique and Communication		Discussion
Grade 4	35	35	30
Grade 5	35	35	30

GRADE 4 (15 Minutes)

Learners should:

1. Compile a simple CV to bring to the interview which will be used as the basis for discussion.
2. Silently 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. Discuss with the interviewer the importance of personal presentation at an interview.

GRADE 5 (15 Minutes)

*The Bernard Price Certificate of Excellence
Is awarded annually to the Learner gaining the highest Distinction mark in this examination.*

Learners should:

1. Compile a simple CV to bring to the interview which will be used as the basis for discussion.
2. Bring to the interview two copies of a letter or article (from a newspaper or magazine) related to the Learner'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

At this Level the Learner must compile a full professional CV which is submitted to NEA with their entry for each grade.

Marks awarded at this Level include taking into consideration technique and communication throughout each section:

Advanced Level 3	Technique and Communication					Discussion
Grade 6	30		40			30
Grade 7	35	10		35		20
Grade 8	20	10	10	20	20	20

GRADE 6 Bronze Medal (20 Minutes)

Learners should:

1. Submit their own full CV with their entry which will be used as the basis for discussion.
2. Give a short presentation on – (Time limit 4 minutes):
 - The contribution of one individual that the Learner admires
 - 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 (25 Minutes)

Learners should:

1. Submit their own full CV with their entry which will be used as the basis for discussion.
2. Suggest what an interviewer may be looking for in an interviewee.
3. 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 Learner's CV.
4. Discuss with the interviewer:
 - The physical and vocal preparation necessary for a professional presentation and interview.
 - Considerations when giving a presentation at an interview.

GRADE 8 Gold Medal (30 Minutes)

Learners should:

1. Submit their own full CV with their entry which will be used as the basis for discussion.
2. Introduce an area of challenge in their work experience and 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. Prepare a short presentation on an area of interest to the Learner - (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 Learner's selection for jobs
 - The perceived advantages and disadvantages of these different types and styles

