

# Student Workbook

## How to be Unstoppable in a Job Interview



Name :

SAM

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## How to be Unstoppable in a Job Interview Introduction Video Workbook

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Q1) How many people are you competing against when you attend a job interview?

Q2) How many people get offered an interview?

Q3) How many parts are there in this series?

Q4) What is the main topic of Part 1?

Q5) What is the main topic of Part 2?

Q6) What is the main topic of Part 3?

Q7) What is the main topic of Part 4?

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# How to be Unstoppable in a Job Interview

## Part 1 Video Workbook

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### What is a job interview?

Q8) What is a job interview?


Q9) How are job interviews traditionally run?


Q10) How else can a job interview be run?


Q11) What did the video mean by "the interview is the final step for you to secure employment"?


Q12) Are all interviews formal? Why or why not?


Q13) Are you always interviewed on your own? Explain.


Q14) What is the most common number of interviews you will attend?

Q15) Is it possible that you will attend more than 1 interview?

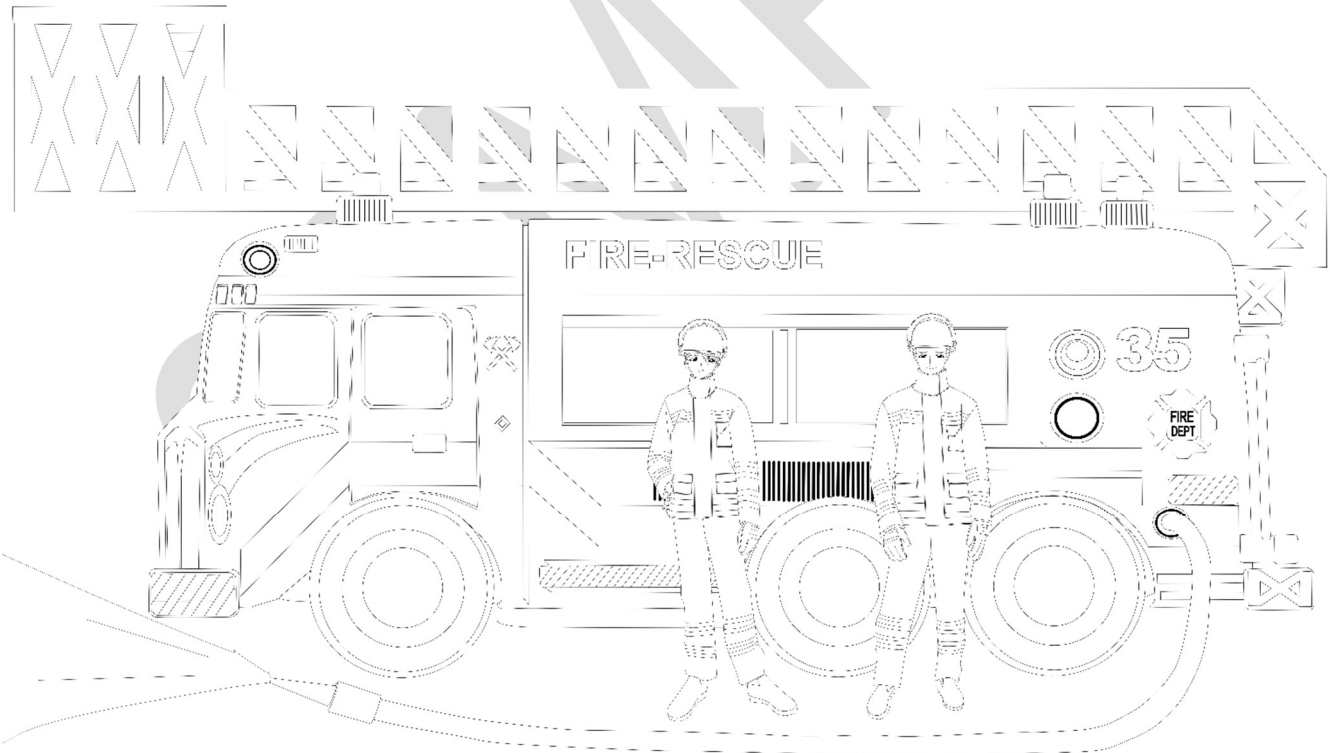
Q16) How many people normally interview you?

Q17) Are you always interviewed by 1 person? Explain.

Q18) Other than asking you questions, what else might an interviewer ask you to do?

**Why do we have interviews?**



Q19) Why do we have interviews?

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**What does an interview do that your résumé can't?**

Q20) What is a hard skill? Include an example.


Q21) What is a soft skill? Include an example.


Q22) Why doesn't the employer just hire you from your resume?


**When are you invited to an interview?**

Q23) How many people apply for each position?

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Q24) Why doesn't the interviewer just interview every applicant?

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Q25) What is shortlisting?


Q26) After shortlisting, why would you get invited to an interview?


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## How to be Unstoppable in a Job Interview Part 2 Video Workbook

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**Why does it matter what I wear to an interview?**

Q27) Why does it matter what you wear?


Q28) Why do you need to stand out in an interview?


Q29) What can you wear to stand out from the crowd?


Q30) Is it better to dress more or less formal? Why?


Q31) Why do you need to cover up?


Q32) Where can you get interview clothes?


Q33) What does dress like the boss mean?


Q34) How do you do your hair for an interview?


Q35) How do you do your makeup for an interview?


Q36) What can you do with tattoos?


Q37) What can you do with piercings?


**What do I take to my interview?**

Q38) What should you take to your interview?


Q39) What is a portfolio?


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Q40) How is an ePortfolio and a physical portfolio different?


Q41) How do you use a portfolio effectively?


Q42) What can you include in your portfolio?

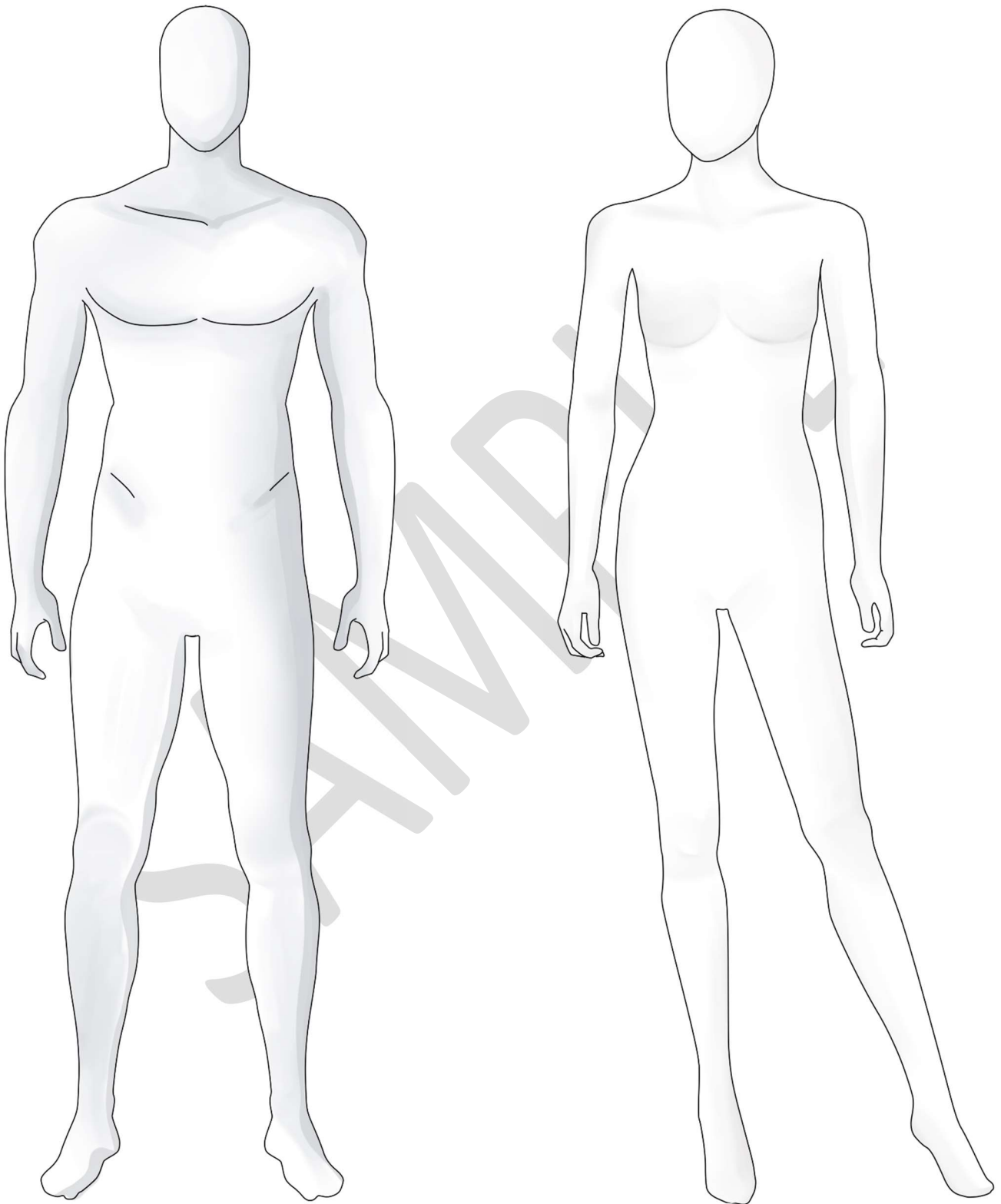

SAMPLE



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## Activity

Cut pictures out of magazines or use the mannequins below to draw what you think you might wear to a job interview.



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## How to be Unstoppable in a Job Interview Part 3 Video Workbook

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### Marketing yourself?

Q43) What does marketing yourself mean?


Q44) Why do you need to market yourself?


Q45) Do you have to tell the truth in your interviews? Why?


Q46) What happens if you don't tell the interviewer all the great things you can do?


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Q47) Look at the table below and see if you can think of any talking points:

Clubs and Sports
Family Life
Volunteering

Q48) What are some of the ways you can research the job you want to go for?


Q49) What does SAO stand for?

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Q50) What does STAR stand for?

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## Possible roleplays

In this next section, your teacher may ask you to pretend to be an interviewer or an interviewee.

You may like to look up a real job on the internet and do a little research first.

Once you have a turn as one, you can then swap and play the other role. Prepare your answers below:

Q1) Can you tell me a little about yourself?

Situation/Task	
Action	
Outcome/Result	

Q2) What do you understand about the position? (make it up)

Situation/Task	
Action	
Outcome/Result	

Q3) What do you know about this company? (make it up)

Situation/Task	
Action	
Outcome/Result	

Q4) Can you describe a time when you have used initiative?

Situation/Task	
Action	
Outcome/Result	

Q5) Can you describe a time when you have had to work to a deadline?

Situation/Task	
Action	
Outcome/Result	

Q6) Why did you leave your last job? (make it up)

Situation/Task	
Action	
Outcome/Result	

Q7) Do you have any medical conditions that may prevent you doing the job?

Situation/Task	
Action	
Outcome/Result	

Q8) What is your greatest strength?

Situation/Task	
Action	
Outcome/Result	

Q9a) What is your biggest weakness (funny answer)?

Situation/Task	
Action	
Outcome/Result	

Q9b) What is your biggest weakness (serious answer)?

Situation/Task	
Action	
Outcome/Result	

Q10) Do you have reliable transport?

Situation/Task	
Action	
Outcome/Result	

Q11) Do you prefer to work on your own or in a team?

Situation/Task	
Action	
Outcome/Result	

Q12) What are your goals for the future? That is, where do you see yourself in 5 years?

Situation/Task	
Action	
Outcome/Result	

Q13) We are interviewing 30 people for this role, at the end, why do you think we will select you?

Situation/Task	
Action	
Outcome/Result	



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Q14) Do you have any questions for us?

Question 1	
Question 2	
Question 3	

SAMPLE

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# How to be Unstoppable in a Job Interview

## Part 4 Video Workbook

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**It has happened!**

Q51) How do you know you have an interview?


Q52) What is the most important thing to do when you get contacted?


Q53) What are the things you need to write down?


Q54) How should you speak on the phone?


Q55) What do you do the week before the interview?


Q56) What do you do two days before the interview?


Q57) What do you do the day/night before the interview?


Q58) What do you do at home before the interview?


Q59) What do you do when you arrive at the interview?


Q60) What do you do when they call your name?


Q61) What do you do when you enter the interview room?


Q62) What do you have to remember while answering the questions?


Q63) What is "the wind up"?


Q64) What do you do after the interview?


Q65) What do you do if you haven't heard anything after a week?


Q66) How does the interviewer select the person that gets the job?


Q67) What do you do if you get the job?


Q68) What do you do if you don't get the job?


Q69) How much money will you give your teacher if their advice helps you get a job?


You are now unstoppable in an interview.

# Make it rain!