



## Session 5: Thriving in interviews

### Meet Florence, Marshal

**Watch the video and discuss: What sort of things would you want to find out about a company before applying, like Florence does?**

Talk in pairs or small groups before sharing with the wider group:

#### **Reflect on the STAR method.**

Ask individuals to use the STAR method that Florence shared in her video to write down an example from their past experience to answer the question "Tell us about a time that you have had to solve a problem."

Looking at the job description can help you identify the sorts of questions you might get asked to provide examples of in an interview.

### Meet Charlotte, Deputy Clerk of the Works

**Watch the video and discuss: What are the benefits and challenges of feeling nervous at interviews, like Charlotte?**

Talk in pairs or small groups before sharing with the wider group:

Share the "How to prepare for nervousness at interview" handout.

#### **Reflect on interview skills.**

In pairs, practise interviews skills with one person being the interviewer and the other the candidate, before swapping. Use the question and STAR answers that were prepared in the previous exercise. Ask individuals to think about their body language and non-verbal communication (where they look, how they sit etc.) as well as the words they are saying. The candidate should pretend this is the first time they have met the interviewer and talk through the STAR example.

The interviewer should ask the question, listen to the response and come up with one follow-up question for the candidate to answer spontaneously.

Before swapping, the candidate should ask the interviewer for any feedback. That could be about the words they were saying, if they noticed any nervous habits they should be aware of or any other constructive criticism.

### Wrap up – Why here?

Take time to reflect on the sessions you've worked through, reminding individuals to think about the variety of stories they have heard.

---

---

## How to prepare for nervousness at interviews

Things to remember:

- Employers are busy. They haven't invited you to interview to trick you. They want to find out if you are the best person for the job.
- Interviewers **want** you to do really well – it makes their job easier.
- Interview questions aren't riddles or traps. They want to understand how you would think and work in the role by understanding how you have behaved and made decision before.

Things to do:

- Nerves are your bodies response to something new. So, look after your body. Get plenty of sleep the night before. Move slowly and calmly. Breathe.
  - Arrive early so you don't add other stresses and challenges to you.
  - Talk yourself up – to yourself! Remind yourself how brilliant you are, that getting the interview is a great achievement, that you can do the job, they would be lucky to have you.
  - Prepare notes that you can read that morning as a reminder and to build your confidence.
  - Reflect on what calms you down. It might be good music you could listen to on the way, picture of families or cats, using some fidget toys, re-reading your notes, singing. Whatever works for you.
  - Breathe.
-

---

## STAR Example:

- Situation** I was volunteering as part of a team at a charity event where one part of the fundraising would come from selling raffle tickets
- Task** My role was to make sure everyone at the event had the opportunity to buy raffle tickets.
- Action** I spoke to other people who were selling raffle tickets to come up with a plan. Once we agreed it made sense for one person to stay at the stand, and everyone else should walk around, I broke the event location into areas and assigned who would sell tickets in which area. I made sure everyone was clear of where to go before we split up.
- Result** There were 100 more raffle tickets sold than the year before, raising more money for the charity. People told us it was useful that we walked around with the tickets as it saved them to going to the stand.

## Your turn:

<b>Situation</b>	
<b>Task</b>	
<b>Action</b>	
<b>Result</b>	

Your space for additional notes:

--

---