



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Essential Skills: Careers Workshop

Trawsnewid Addysg, Trawsnewid Bywydau
Transforming Education, Transforming Lives

www.uwtsd.ac.uk

In this session..

During this session we will:

- Explore different ways to prepare for job interviews.
- Discuss telephone and face-to-face interviews
- Complete a mock interview using MyCareer Interview360
- Identify targets for future development.

Preparing for an interview

Researching an employer

Researching an industry or sector

Building a positive first impression

Demonstrating effective body language

Preparing answers to interview questions

Asking thoughtful questions at interview

There are different steps to consider when preparing for a job interview.

We will explore each of these steps today.

The first steps that **is often overlooked** in researching the employer and sector.

Researching an employer

What to research before
your interview



<https://uwtsd.careercentre.me/resources/elearning/hub.aspx?id=1173&Referral=Action&Programme=Interviews%20%26%20Offers&ProgrammeID=VCtKZUNLZik1VElISk1qRFpLbWFFQT090&TaskId=63104>

Researching an industry or sector



Dashboard Career Pulse Career Assessments Career Advice Career Tools Jobs

Healthcare

Industry report

Retail

Industry report

Telecommunications

Industry report

The UWTSD provides a comprehensive set of industry reports on the MyCareer site.

Explore [the resources available](#) for the sector that you hope to work in.

Note down three points from the information and share with in class.

<https://uwtsd.careercentre.me/Resources/IndustryReports/?Referral=Action&Programme=Interviews%20%26%20Offers&ProgrammeID=VCtKZUNLZik1VEIISk1qRFpLbWFFQT090&TaskId=63104>

Phone Interviews



How to handle a preliminary phone interview

1. Choose the right environment

Find a quiet place, free from distraction with good reception. Using headphones can help you focus and improve sound quality.





How to handle a preliminary phone interview

2. Prepare yourself

Prepare as you would for a face-to-face interview. Research the company, re-read the job description and your CV and think about examples that show your suitability for the role. You could even write these down and have them at hand during the call.





How to handle a preliminary phone interview

3. Keep your composure

Take some time before the call to focus and calm any nerves. Take a few deep breaths and review any cue cards. When they ask questions, really listen and consider the point you want to make before you answer.





How to handle a preliminary phone interview

4. Ask some questions

Asking some questions shows the interviewer your interest in the role and the company. You could ask about development opportunities or what a day in the life at the company looks like, for example.





How to handle a preliminary phone interview



Imagine that you have a phone interview scheduled for tomorrow at 11am.

Consider the following:

- Where would you locate yourself for the interview?
- What support would you need? (*childcare or time off work*)
- What three things could you do to prepare this evening?
- What general question could you ask the employer?



Discuss in pairs and feedback to the group.



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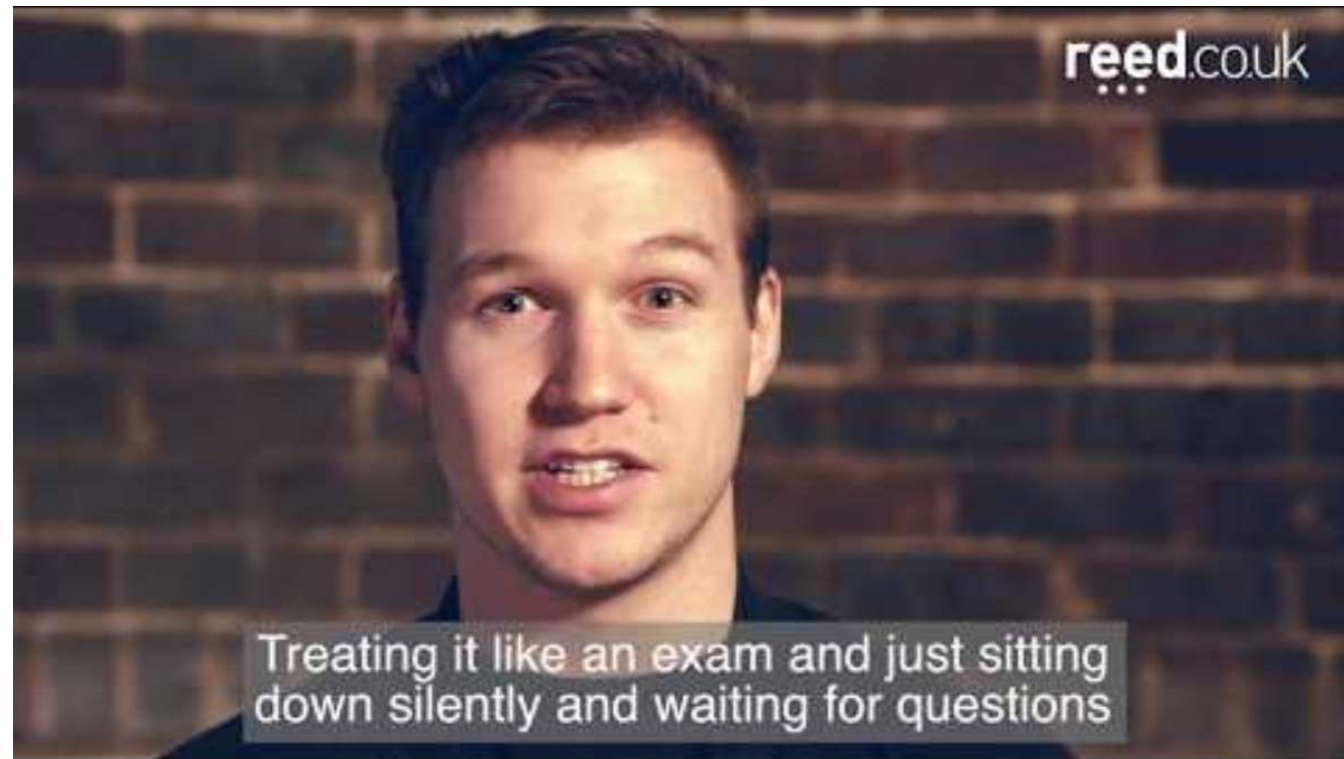
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Face-to-Face Interviews

Face to face interviews

What is the worst thing that you could do at an interview?

Reed.co.uk asked some students that very question.



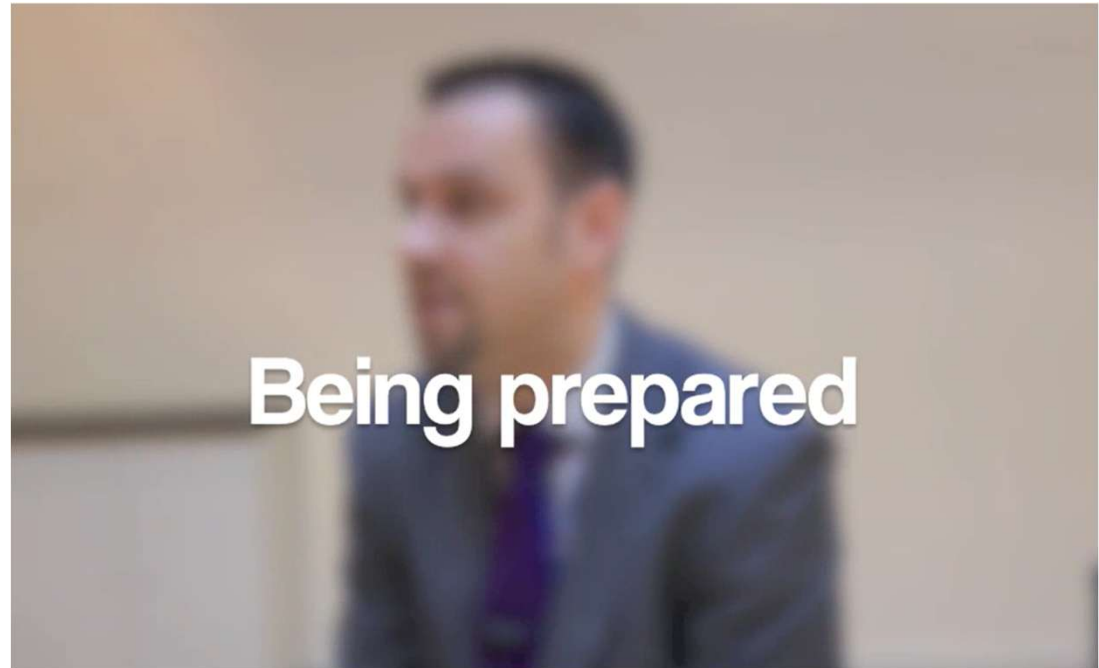
<https://www.youtube.com/watch?v=BI4BNT5qs9c>

Face to face interviews

Listen to the advice given by the experts in the MyCareer video.

Note down the key aspects they recommend.

Think about which elements you are strong in and which you want to develop further.



<https://uwtsd.careercentre.me/resources/elearning/hub.aspx?id=945&Referral=Action&Programme=Interviews%20%26%20Offers&ProgrammeID=VCtKZUNLZik1VElISk1qRFpLbWFFQT090&TaskId=63104>

Face to face interviews

Watch the video of different candidates making their first impression at an interview.

Note down what they each do well and what mistakes they make.

Which of the candidate do you think made the best first impression?



<https://www.youtube.com/watch?v=HVK-xbdddhA>

Answering interview questions

INTERVIEW360

Practise your interview technique and get instant feedback

Mock Interviews

Practise interviews by taking a mock interview and receive instant feedback

Browse Interviews

STRENGTHS-BASED

Complete one of the MyCareer Interview 360 mock interviews.

You will find a range of interview options; each will allow you to video record or type your responses.

The 360 AI will analyse your responses and give you feedback.

Consider the STRENGTHS based Interview at the bottom of the options page.



Interview Preparation Workshop Self-Evaluation

Complete the Self Evaluation task.
Share a completed copy with your lecturer, via the
OneDrive or email.

Personal Progress Padlet

There are **no formal assessments** within 'Essential Skills' classes but you are encouraged to keep your Personal Progress Padlet.

Note down in your Personal Progress Padlet:

- What have you learnt today?
- How will you use this new skill?

Traffic Light *it*



	<i>Where is your learning at ?</i>
Red	I have misunderstood some of the topics. (write down 2 questions that you need help with)
Amber	I have understood most of the topics so far (write down 1 question and 1 key theme you have understood)
Green	I have understood the topics so far (write down 2 key themes from the lesson to show your understanding)