

## Key Stage 4

### English Career Resources

(Career Education Guidance Objective 16)

#### Interviews

##### TEACHER INSTRUCTIONS

This is an En1 (Speaking and Listening) task for GCSE. You can use it as for the 'explore, analyse, imagine' section or the 'discuss, argue persuade' section. As explore, analyse, imagine this is a role-play, but as an interviewee the students could be *persuading* the interviewer to give them a job. You will find the Speaking and Listening criteria on your examination board's website and many teachers will already have 'student friendly' versions in school. If not, you can 'Google' GCSE Speaking and Listening level descriptors and get them quite easily.

Students should be placed in mixed sex, mixed ability groups (even within a set), preferably not friendship groups (as many students will bow to the pressure of their peers in a friendship context and this task is meant to allow them to explore their ideas comfortably). Groups of three or four are best depending upon class size and ability levels. If you think students will choose not to take part then use threes; if you believe they will engage then groups of four often allows a better discussion to take place. You will have to judge it depending on your class and context.

- Give out Student Sheet 1 and Student Sheet 2. Read through with students and discuss what the jobs might entail – what we know or don't know from the brevity of the advertisements.
- Students fill in the grids on Student Sheet 1. They must decide jobs they could do and jobs they could not take on. Let students use their own knowledge, but also guide in terms of qualifications they might need to do the job (nursing) or age limit for 'mature' workers or bar staff. Once they have done that they must decide on the job they would choose if they had to and the job they would least like to do and give reasons. The teacher should then lead a short discussion on their answers and reasons, guiding responses as necessary.
- Give out Student Sheet 3. Students should decide if they think the interview questions are good or bad to find out information about the interviewees. They should then aim to make up three questions that they'd like to ask. Teacher should lead short feedback session to ascertain the types of questions they would ask and decide if they are appropriate.
- Remaining in groups of 3 or 4, give the students Student Sheet 4. Each group will have to staff their own student council. They need to decide how they will decide that someone is right for a job and what questions they will ask at interview. These should be written and group members should think widely about the range of questions they could be asked at interview, as they will be answering another group's questions.
- At this point you could do written applications and CVs for the posts if you wish (which could then tie in to your work experience letters), but this scheme is purely Speaking and Listening so there are not support materials for that.
- Give students Student Sheet 5 and get groups to write their 3 questions on the sheet.
- In front of whole class (for teacher assessment) each group will interview another member of the group (the teacher must ensure here that all students get to be an interviewer and interviewee). Each interviewer should fill in Student Sheet 5 and give feedback as to whether they would give the interviewee the job and why.

- Once teacher has graded the Speaking and Listening tasks you can get students to decide who they would give the job to (out of all interviewees) and why. If you wish you can use Student Sheet 6 to record their thoughts.

## Interviews Scheme

### STUDENT SHEET 1

Advertisements for jobs will often be set out differently depending on where they are shown (i.e. broadsheet, tabloid or local newspapers) and how much the employer wants to pay on advertising. On Student Sheet 2 are some real jobs that have been taken from the internet, but they have all been given the same contact details and format.

Fill in the following sheet based on the 'Situations Vacant' sheet.

#### 2 JOBS THAT I COULD DO:

RECRUITER LETTER	REASONS I COULD DO THE JOB

#### 2 JOBS THAT I COULD NOT DO:

RECRUITER LETTER	REASONS I COULD NOT DO THE JOB

#### IF I HAD TO CHOOSE ONE OF THESE JOBS IT WOULD BE:

RECRUITER LETTER	REASONS I WOULD LIKE THIS JOB MOST

#### OUT OF THESE JOBS THE ONE I WOULD LIKE LEAST IS:

RECRUITER LETTER	REASONS I WOULD LIKE THIS JOB LEAST

# SITUATIONS VACANT

## CONVENIENCE STORE

Anytown  
Part-time

### 2 PART TIME MATURE STAFF

to work in convenience store. Must be self motivated and have good customer skills.

Contact Box No: XXXX

**Recruiter: A**

## EXPERIENCED PART TIME BAR PERSON

Anytown  
Full-time

## EXPERIENCED PART TIME BAR PERSON

required 16 ½ hours minimum  
Contact Steve on XXXX XXXXXX

**Recruiter: B**

## XXXXX & Co Solicitors

Have a vacancy for:

### A FULL-TIME RECEPTIONIST / SECRETARY

in their Anytown Office.

Legal experience preferred but not necessary

Please telephone XXXXX XXXXXX for an application form

**Recruiter: C**

## HEALTHCARE ASSISTANTS

Anytown  
Full-time

As we open a 2nd new unit we need enthusiastic motivated and caring people who want to expand our well established team to ensure the vulnerable people at Anytown have the lifestyle they choose. You will have opportunity to achieve NVQ 2 or 3.

For further details please contact XXXXX

**Recruiter: I**

Location: Anytown

## Energetic and dynamic experienced BEAUTY THERAPIST required immediately.

Salary according to experience plus bonus scheme in place.

Your core accountabilities as a Beauty Therapist include the following:

- to deliver excellent beauty treatment on time and to high levels of customer satisfaction
- to manage spa bookings
- reception duties

You must possess a natural ability to build up a client base, work under pressure, achieve sales targets and maintain high standards of work.

If you feel you would be the right candidate please forward your CV and covering letter and we will look forward to meeting you.

**Recruiter: D**

Location: Anytown

## An opportunity has arisen for a part time MAINTENANCE ENGINEER within a private Health Club in Anytown.

The role will be extremely varied and involve both preventative and reactive maintenance work and liaising with external contractors when necessary.

Experience of maintaining and knowledge of, Refrigeration / Air Conditioning systems would be preferable as this will be a major part of the role.

Some out of hours work will be required on occasions.

Interested applicants should email their CVs to: XXXX

**Recruiter: E**

**DISABILITY association****Finance Assistant**

Part-time (up to 24 hours per week)

Based at XXXX, Anytown

£8.00 per hour.

We need an enthusiastic person to work as part of our admin team. Current knowledge and experience of Sage Accounts and Microsoft Excel are absolutely essential.

Submit CV to XXXX

Applications from disabled people are particularly welcome.

**Recruiter: F**

**XXXX Designers/ Engineers****Full-time****DESIGNERS/ENGINEERS**

"a truly unique range of engineering services"  
XXXX is a highly motivated successful company with parallel reputations for providing engineering support services to the Nuclear, Oil & Gas, Process and Utility industries.

We currently have vacancies for two experienced Designers/Engineers to support our Nuclear clients based from our Anytown offices.

Ideal candidates will have a minimum HNC/HND qualification, and have a sound knowledge of BS7671 17th Edition, Autodesk products, Amtech/Relux Calculation software packages and be able to demonstrate a good understanding of the skills needed to provide complete design packaged solutions to include design drawings, support calculations, Project/Safety planning & CDM documentation.

The ability to perform well as part of a small project team is essential.

Applicants should submit a detailed CV to:  
XXXX

**Recruiter: G**

Location: Anytown

The role:

**Our client, a highly regarded private hospital, is seeking a STAFF NURSE to work on Night Duty within their growing team. This rota for this role is on a 7 night on, 7 nights off basis.**

You will be responsible for planning and developing the required care for individual patients, as well as implementing and evaluating care plans. This will require you to be aware of the NMC Code of Conduct and EC directives as well as trends and developments regarding procedures and terminology. You will participate in designated committees and Working Parties within the hospital.

As well as ensuring that all clinical and legal documents are completed accurately, you must ensure the safe custody and administration of drugs and document patient care using the in-house system. Furthermore, you need to provide verbal/written reports as required. This role will require high levels of liaison with other teams and departments to ensure that the highest level of patient care is provided.

What we're looking for:

Our client is seeking Registered Nurses (Level 1) with their ILS and Alert Course qualifications. You will need to possess recent acute experience within general surgery and experience of working night duty. Experience within the private sector would be highly desirable. Your ENB998 or equivalent would also be highly advantageous.

To thrive in this role, you will need the ability to assess, plan and prioritise your workload, making appropriate decisions and meeting deadlines. You must be able to work as part of a multi-disciplinary team, but also be confident working autonomously.

Excellent written and spoken communication skills are a must, due to the high levels of patient and client liaison.

You will also be required to assist in the orientation of new staff, and as such will need previous experience of having done this.

**Recruiter: H**

**FT/PT CHEF**

Anytown

Part-time - Full-time

'We are opening a new and exciting venture on the outskirts of XXXX at Anytown.

With a simple philosophy of giving our visitors quality and value for money combined with outstanding customer service, we are now

putting together what we believe will be a team of likeminded people who want to deliver just that. We have vacancy in the following areas:

**FT/PT Chef**

We offer excellent working conditions good hourly rates, staff discount and opportunities for personal development and training.

So if you want to be part of something new and exciting, and have a passion for excellence, please send your CV to XXXX

**Recruiter: J**

## Interviews Scheme

### STUDENT SHEET 3

Which of these questions do you think would be good to ask at interview?  
Put a tick or cross in the second column depending on whether you think it is a good or bad question.

Why would you like this job?	
Tell me about your hobbies.	
What qualifications do you have that make you suitable for the job?	
What experience do you have that would make you a good candidate for this job?	
How old are you?	
What would you do if someone in the office was stealing from the bosses?	
Have you ever lied?	
In 5 years what do you think you will be doing?	
Are you an angry person?	
How will you get to work each day?	
What do you like about this type of work?	

Now make up 3 questions of your own and write what you would hope to find out about someone from that question.

#### QUESTION 1

THIS WILL LET ME FIND OUT

#### QUESTION 2

THIS WILL LET ME FIND OUT

#### QUESTION 3

THIS WILL LET ME FIND OUT

## Interviews Scheme

### STUDENT SHEET 4

*This school is starting a new School Council. Below are 4 jobs needed for that council. Your group has to decide what interview questions you will ask for the people applying for those jobs and also what you might answer to any questions as you will be answering questions from another group! You should have at least 3 questions for each job.*

<p style="text-align: center;"><b>REPORTER</b></p> <p>You will be responsible for writing a bulletin to report to parents and students all matters dealt with by the school council.</p> <p>You should have good English and ICT skills and access to a computer on which to write your reports. You should be able to summarise a debate and write about it clearly for those who have not been involved.</p>	<p style="text-align: center;"><b>CAMPAIGNS MANAGER</b></p> <p>You will be responsible for raising money for the charities deemed worthy by the Student Council.</p> <p>You must be trustworthy and able to account for monies raised. You must also be imaginative and able to think of creative ways to raise money.</p> <p>The ability to work as part of a team is essential.</p>
<p style="text-align: center;"><b>STUDENT-TEACHER LIAISON OFFICER</b></p> <p>You will be required to liaise with teachers to enable the Student Council's ideas to be considered. You must have excellent communication skills, be able to express your views clearly and remain calm under pressure. You must also be able to use Standard English appropriately in formal meetings.</p> <p>You must be a 'team player' and be able to negotiate a solution in difficult situations.</p>	<p style="text-align: center;"><b>CHAIR PERSON</b></p> <p>You must run the meetings and general business of the School Council. You will need to ensure all members of the council have equality in meetings and that all ideas are treated fairly.</p> <p>This is a position of responsibility and you must be able to keep calm in a crisis! Excellent communication and leadership skills are essential.</p>

## Interviews Scheme

### STUDENT SHEET 5

Write your questions for each interviewee on this sheet and then fill in the 'feedback' box when you are interviewing.

<b>REPORTER</b> 1. 2. 3.
<b>FEEDBACK</b>

<b>CAMPAIGNS MANAGER</b> 1. 2. 3.
<b>FEEDBACK</b>

<b>STUDENT-TEACHER LIAISON OFFICER</b> 1. 2. 3.
<b>FEEDBACK</b>

<b>CHAIR PERSON</b> 1. 2. 3.
<b>FEEDBACK</b>

## Interview Scheme

### STUDENT SHEET 6

*Use this sheet to record your ideas about each interviewee. You might want to give them a mark out of 10 and then you can vote for the best person after all of the interviews.*

<b>REPORTER</b>	<b>CAMPAIGNS MANAGER</b>
<b>STUDENT-TEACHER LIAISON OFFICER</b>	<b>CHAIR PERSON</b>