

HIGHER BUSINESS MANAGEMENT

Can do this activity after covering interviews/CV's etc in the course.

Interview Plan

Job Title: Trainee Retail Manager

Depending on class size, split pupils into 3/4 Companies (4 pupils each) and about 4/5 candidates. Choose companies that are local and they will be able to research on the internet (Debenhams, M & S etc). Present this information to class.

Candidates should prepare for the interviews by preparing their CV (use <http://www.bbc.co.uk/radio1/onelife/work/>)- I usually ask them to assume they have left school and passed their exams, researching companies on the internet and discussing possible questions they might be asked. Also useful to go over how to make an impression: appearance, eye contact etc

Interviewers should again research their company and prepare a person specification, job description and list of interview questions. Job descriptions should be issued to candidates before interviews and likewise CV's should be in to companies.

Ideally place 'companies' in different areas (we use the study room, corridor, staff base) to create the impression of entering the interview room.

Each interview should take no more than 10 minutes. Allow interviewers time between each candidate to take notes and allow the interviewees time to jot down their impression of the panel.

At the end the companies have to choose a candidate and give reasons why and why not for the rest, encourage them to be constructive here and refer to their person specification!

Interviewees should evaluate the panels.

Generally pupils enjoy this and usually take it seriously! Could also incorporate testing into this, there are quite a few on the internet to use.