

An Enterprising Approach	
Subject	Higher Business Studies – Fortrose Academy – Margaret Rhynas
Lesson	Interview Skills

Brief description

At an appropriate part of the Higher Business Management Course the pupils arrange mock interviews for the position of Assistant Retail Manager.

“Enterprising” it!

1. How we made learning **relevant** by putting into a **real context**

Pupils are asked to research 4 companies which have an outlet locally e.g. Marks and Spencer, Debenhams, H & M and any other appropriate company. Pupils then have to research this company on the internet enabling them to understand the philosophy of the company. Pupils present this information to the rest of the class.

Interviewees have to prepare a CV and ensure that they have researched the company which they are being interviewed for. Use is made of the following website – <http://www.bbc.co.uk/radio1/onelife/work/>

Interview panels are expected to construct a person specification, job description and interview questions. Job descriptions are issued to all candidates and candidate CVs should be handed into the ‘Firms’ before the interview is scheduled.

The ‘firms’ are located in separate rooms and interviews should be about 10 minutes long.

After each interview both the candidates and the panel note down comments about the performance of either the panel or the candidate. After the series of interviews the panel choose and candidate for the post. The candidates also give feedback on the performance of the panel.

This programme gives senior pupils a practical example of the process of applying and being interviewed for a job. The process is very relevant for pupils at this stage of their school career.

2 How we encouraged pupils to take **responsibility**

Pupils have the responsibility for research of companies, production of materials appropriate to each scenario and giving relevant feedback to the rest of the class.

Pupils have to approach this exercise responsibly in order to ensure that they gain a valuable and worthwhile experience.

3 How we involved partners in learning – building **relationships**

External = Business / Community / Parents & Families
Use of the internet to research materials.

Internal = Other adults in school

None

4 How we **reflected** on its success - assessment

Pupils give feed back on performance and this is discussed and absorbed by the individuals concerned.

5 **Review** - further ideas for development

Perhaps include representatives from some of the firms to discuss how they arrange these interviews for their businesses. The representatives could also discuss with pupils how they should prepare for interview situations.

6. **Links** with ACfE

Successful Learners

Pupils have to use literacy skills to compile questions, CVs and understand research from websites. They also have to learn effective communication skills when handling interviewing and being interviewed.

Effective Contributors

Pupils had to learn that communication skills have to be adapted depending which situation they were in. They realized the value of self-reliance when facing an interview panel and the responsibility for a positive response lies solely with them.

Confident Individuals

Pupils were able to give confident performances in each role they adopted and gained insight into the skills they were developing throughout the process.

Responsible Citizens

Pupils developed an awareness of the importance to the local economy with reference to the firms which they researched.