

## ORIENTATION 3: PREPARING A SUCCESSFUL JOB INTERVIEW

### Objectives:

The students are able to:

- Identify some questions posed in a job interview
- Practice the method for answering questions in a job interview
- Know how to make and deliver a good presentation

### Introduction

One of the important processes in employee recruitment in a company is interview. In this process, the company will dig information from the prospective employee to determine whether he/she is qualified to be recruited. The information digged in the information is an addition to the Curriculum Vitae (CV) and that cannot be obtained from the CV, such as selecting a certain job, experience at work/school, confidence and style of speech.

### Activities

No	Activities	Duration
	<b>Preliminary task: the facilitator directs the students to submit signed application letters</b>	
1	The facilitator explains the students the importance of job interview process. The facilitator provides a number of examples of questions posed during a job interview process.	5'
2	The facilitator divides the students into 5 (five) groups and directs every group to make a list of 7 (seven) questions for an interview and how to make good answers. The students are allowed to find references from the Internet.	25'
3	The facilitator arranges the tables and chairs resembling the arrangement for an interview with 3 (three) chairs for the interviewers and 1 (one) chair for the interviewee. The facilitator then directs every group to appoint 4 people to do an interview role play, consisting of 3 interviewers and 1 interviewee.	5'
4	The facilitator directs every group to do an interview role play using the list of questions and answers having been made. Every group is given a period of 5-7 minutes. The other groups and students who are not doing the role play must pay attention.	25'
5	The facilitator informs the students applying for the CEO and VP positions to prepare themselves for the interview in the next meeting. Especially for those applying for CEO position, they have to prepare at least 4 (four) presentation slides containing: Self identity and business idea (background, products/services, market target, estimated prices).	5'
6	The facilitator shows the students an example of good presentation slides and how to give a good presentation. The facilitator stresses that presentation skills and public speaking skills are very important to be acquired and they should be enhanced by practicing. The facilitator may give an example of some figures who have public speaking skills.	10'

### Output

- The application letters are collected