

WELCOME

KEY STAGE 4

Pathways Digital Workbook



WELCOME

Welcome to your Capital One Pathways toolkit. There are two tasks in this toolkit, which you can do from anywhere. The tasks are all about employability. This is your ability to find, get and keep a job. Today, we'll be focusing on interviews.

Make sure you work on these tasks alongside the explanation video.



TASK ONE: QUESTIONS FOR THE INTERVIEWER

Come up with at least five questions you can ask an employer at an interview.

Examples: Is there a chance for international travel?
What do you like about working for the company?

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TASK TWO: ANSWER SOME INTERVIEW QUESTIONS

There are lots of standard questions that an interviewer may ask. Here's a list of some of them:

What might I get asked in an interview?

- Tell me a bit about yourself
- Where do you see yourself in five years' time?
- What's your favourite subject and why?
- What's your favourite film or book?
- Which current affairs issues are you following?
- What would you consider to be one of your major strengths?
- What motivates you?
- Do you have any questions for us?

Pick **two** of the questions from the list above. Write down your answers and memorise them so you can use them whenever you need to.

Question one:

Answer:

Question two:

Answer:

THE STAR METHOD

Sometimes, when you're being interviewed for a job, you may be asked to give examples of what you've done in certain situations.

One way you can structure your answers to these types of question is known as the STAR method.

SITUATION TASK ACTION RESULT



SITUATION

What was the challenge or issue?

TASK

What did you decide to do about it?

ACTION

The steps you took to resolve it

RESULT

What was the result of your actions?

Examples of these situational questions, also known as competency questions, are as follows:

- Can you give me an example of a time when you've lead a team?
- Can you give me an example of when you've gone the extra mile?
- Can you give me an example of a time when you've overcome a setback?
- Can you give me an example of when you've worked outside your comfort zone?

The second part of task two is to pick one of the competency questions above and use the star technique to write down a full structured answer to it. Think of each section as part of the answer and put them together to make a paragraph.

Here's an example:

Q Can you give me an example of when you've worked outside your comfort zone?

S **Situation:** Having just started Year 10, after picking my options in Year 9, I found myself in lots of new classes for my GCSE subjects. In my geography class in particular, there were a lot of pupils I didn't know and we had to do a lot of group projects.

T **Task:** One task in particular was we had to measure the flow rate and path of a local river. I felt quite scared about this because I didn't know anyone in my group and haven't been very confident working in a group before.

A **Action:** I decided that the best thing to do was to get to know my fellow group members better, which meant the project would go a lot smoother. I knew it would be difficult but I didn't want to get a bad grade. I decided to talk to each one individually and tell them how I was feeling.

R **Result:** The result of this was I felt more confident because they reacted kindly to me and when we all started working together, I really felt at ease. We created some great work and achieved a really good mark.

Write your question and come up with an answer below:

Q

Answer:

THANK YOU

If you get your school to forward us your answers there will be a chance to win some prizes.

Thank you for opening this toolkit. Good luck!



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