

# Interview Technique

## **General Objectives**

This Interview Technique Syllabus seeks to offer Learners the opportunity to:

- Prepare for and take part in a formal interview
- Increase self-confidence
- Develop good listening skills
- Develop clear speech
- Develop clarity of thought
- Share their ideas and experiences with ease and clarity
- Understand the importance of self-presentation
- Engage, interest, persuade and inform their interviewer
- Receive constructive and encouraging feedback

# Entry Level

## Preparatory Grade (10 Minutes)

Learners should:

1. Enter the examination and introduce themselves to the interviewer.
2. Discuss with the interviewer
  - A favourite place

## Introductory Grade (10 Minutes)

Learners should:

1. Enter the examination and introduce themselves to the interviewer.
2. Discuss with the interviewer:
  - Their favourite subject

## Preliminary Grade (10 Minutes)

Learners should:

1. Complete a simple form which can be downloaded from the NEA website to bring into the examination room. (If necessary the Teacher may assist the Learner in filling out this form)
2. Discuss with the Examiner:
  - The details of the form

## Transition Grade (10 Minutes)

Learners should:

1. Complete a simple form provided by NEA, website to bring into the examination room. (If necessary, the Teacher may assist the Learner in filling out this form)
2. Discuss with the Examiner:
  - The details of the form
  - Their favourite hobby

Marks  
Awarded

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# Level 1 - Foundation

## Grade 1 (10 Minutes)

Learners should:

1. Compile a simple CV to bring to the interview.
2. Discuss with the interviewer:
  - The contents of the CV
  - A subject arising from the discussion
  - Introductions, handshakes and eye contact

Marks  
Awarded

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## Grade 2 (10 Minutes)

Learners should:

1. Compile a simple CV to bring to the interview which will be used as the basis for discussion.
2. Discuss with the interviewer
  - The contents of the CV
  - The importance of making a good first impression and how we make it
  - An object of their own choice brought to the interview

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## Grade 3 - Foundation level (15 Minutes)

Learners should:

1. Compile a simple CV to bring to the interview which will be used as the basis for discussion.
2. Discuss with the interviewer
  - The contents of the CV
  - The importance of personal presentation at an interview including:
    - what to wear
    - personal confidence
    - body language
  - Your extra-curricular activities and how they can build and develop life skills

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## Level 2 - Intermediate

### Grade 4 (15 Minutes)

Learners should:

1. Compile a simple CV to bring to the interview which will be used as the basis for discussion.
2. Sight read a short piece of non-fiction:
  - Discuss in their own words their views on the content and meaning of the passage
3. Discuss with the interviewer
  - Awareness and use of social media platforms in the context of employment.
  - All important aspects of preparation necessary before attending an interview

Marks  
Awarded

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### Grade 5 (15 Minutes)

The Bernard Price Certificate of Excellence is awarded annually to the Learner gaining the highest Distinction mark in this examination.

Learners should:

1. Compile a simple CV to bring to the interview which will be used as the basis for discussion.
2. Bring to the interview two copies of a letter or article (from a newspaper or magazine) related to the Learner's chosen career: (No longer than 1 minute)
  - Read aloud the article
  - Discuss the article with the interviewer
3. Discuss with the interviewer
  - The different types of interview and the advantages/disadvantages of each.
  - These may include: telephone interview; panel interview; assessment day; group interview; individual interview; multi-modal interview.

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## Level 3 - Advanced

### Grade 6 - Bronze Medal (20 Minutes)

Learners should:

1. Submit their own full CV with their entry which will be used as the basis for discussion.
2. Give a short presentation on:  
(Time limit 4 minutes):
  - The contribution of one individual that the Learner admires in their chosen industry or profession.
3. Discuss with the interviewer:
  - The contents of the CV.
  - The key learning points they have taken from their research into the career path of the person they have spoken about in 2.
  - The importance of resilience and the ability to cope with challenges in the workplace

### Grade 7 - Silver Medal (25 Minutes)

Learners should:

1. Submit their own full CV with their entry which will be used as the basis for discussion.
2. Give a short presentation on:  
(Time limit 4 minutes):
  - The Learner's recent work experience highlighting what they have
  - Learnt and skills developed during the placement

Or

- A charity or cause they feel passionate about.
3. Discuss with the interviewer:
    - The contents of their CV
    - Why it is important to do work experience
    - How to prepare vocally for an interview and make a presentation

Marks  
Awarded

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## Level 3 - Advanced (Continued)

### Grade 8 - Gold Medal (30 Minutes)

Learners should:

1. Submit their own full CV with their entry which will be used as the basis for discussion.
2. Select a job from a particular company that interests the Learner and give a short presentation on why you are suitable for the position.  
(Time limit 5 minutes)
3. Discuss with the interviewer:
  - The contents of the CV
  - Points arising from the presentation
  - The key challenges facing their chosen industry or profession in the next decade and how these challenges might be addressed
  - The importance of recruiting the right people to an organisation and measures an organisation could take to reward and retain employees.
  - In depth knowledge of all types of interviews and what positions they might be used for

Marks  
Awarded

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