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Unit 3 – LAC

Communication skills for interviews

Body language: body language is a very key thing when it comes to interviews for jobs because if someone came in for a job interview and they were slouched it would show that they do not want to be there, or they have a negative thought about this job interview. Also, if you mess with your rings or any other Jewlery during an interview it will show nerves which cannot encourage the employer to give you the job because they would take on a person who has more confidence.

Listening skills: during a interview is very crucial because if you are not paying attention and you miss a question you have been asked can make the employer aware there may be nerves or are unable to sit concentrate and listen. Employers will look into people who are more likely to sit and listen through a whole interview and be able to answer with confidence and be able to answer the questions straight away without having to be asked the question twice. This is why active listening is very important because it will allow for greater performance within the interview.

Formal language: will give you a boost in your interview as the interviewer will be fully aware of that you know what the job offers and what you will need to do for the role. Employers are more likely to hire a person who knows what the job offers because if the employers have to explain what the job is they may consider your application, but it is not likely. And you must ensure in your interview that you are not using foul language or anything you would call your friends such as 'mate' or 'bro'

Interview preparation and research: to prepare for your interview is important because if you were a nervous person this would allow you to be more confident in yourself because you will then be able to not fidget during the interview. Also, its key to research what the job does so there you are fully prepared for the interview so there for if any questions are asked you are prepared but not only that but also to ensure that you feel you are actually fit for the job role. as the employer will ask strengths and weakness it is key you list both as weakness are able to be worked on and you are allowed to work on that with them as a team.

Role play: is something in which we have done in order to be able to see where you may need to improve when going into an actual interview, because this will allow for people to see what you may need to work on to prepare you for that interview such as you may not have noticed you have been messing with Jewlery, and this will also allow for things to be highlighted such as your confidence and how you may welcome strangers when doing a group activity. This can be used so you can continue to make amendments within things such as group projects.

Presentation skills:

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- **Micro teach** this type of session will allow for the finer details to be worked on such as working more on group projects as it may be seen that there is a lack of confidence so later you can build that up allowing for more success within jobs.
- **Micro coach** this is when there are many short conversations which are able to give key information without making it long winded allowing for other applicants to be compared to see who is more fit for the job.

Interview feedback form: the interviewer will have a sheet in which they will write the questions on and your answer to see if you have stronger answers than someone else who has applied. This just allows for it to be a fair judgment as the interviewers will not just be going off memory, but they will have what the person said allowing them to have a fair chance.

Observation form: an observation form is something which the employers potentially may fill in to see how you are performing and what you are doing within your sessions allowing to see if you meet the standards which they have set because if you do not you will not be fit for the job at this current time. If all criteria are met such as not being loud enough while presenting a session it would put you down as the employers will be looking for someone who is vocal. This is because if you are not vocal then someone else is they would rather pick the one who is louder.

Involving a peer group in the interview process: involving a peer group in an interview process is beneficial for the interviewer but also for the students. The students will find and learn new skills which will allow for them to feel more confidence because they would have been through and seen the process allowing them to not feel so under pressure when they are older because they would have seen how it goes. By building the peers confidence it will allow them to succeed greater in life and with higher success rate of interviews when they are older, will come from experience like this. This is due to seeing what the type of situation looks like, for example the language used in an interview and the body language.

Submitting applications to peer groups: this increases their sense of responsibility so there for when you have to work with others it won't be so hard, and they will feel much more comfortable. While working in groups it is also known that you will get a lot of constructive feedback. This will allow you to understand the expectations within your group allowing you to achieve your best that you are able too. In groups you will also be able to use other people's work as an example which will allow for more progression to be made as you will have a rough idea on what to expect.

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Employer evaluation: employers' evaluations is key as it will highlight where an employee is doing well and where they can improve, this will later be able to allow for the to do greater things such as get promotions. Whereas the growth of an employee is very crucial because the more growth they have the better at the job they will get allowing or greater things to come out of their hard work. But in order for all this to happen the employees must be matching up with the company's goals and requirements such as working so many hours. And a way to get there would to use positive re enforcement and to make sure there is a positive environment around them.