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Unit 3 – LAC

Communication skills for interviews

Body language: this consist of sitting up straight not fidgeting, maintaining eye contact with the interviewer. This makes you look more confident and professional making yourself look more employable. It also shows the interviewer that you are actively listening.

Listening skills: this is important as you must listen and understand the questions that they are asking this will ensure that you respond well. It also demonstrates respect which they consider when employing people. Using these listening skills allows you do understand the role you are applying for better as it enables you to ask to follow up questions showing the interviewer that you are interested in the role.

Formal language: it is important not to use slang in an interview as it shows that you are not serious about the job role you are applying for. Using formal language demonstrates a senced of professionalism (this shows that you can bring this skill to this role). It highlights how you can communicate effectively which is a basic skill needed for every job

Interview preparation and research:

Role play:

A Role play activity will ensure that i am able to execute the responsibilities of the job with effectiveness and accuracy. The role play for this job (a sport scientist) will consist of me conducting a series of fitness testing. It can also consist of me analysing data and a making a report on what can be done to help improve their performance or aid recovery.

Presentation skills:

- **Clear structure-** when creating and presenting your report it needs to follow a clear structure which easy to understand by coaches and athletes. This will reduce any confusions that either the athletes or the coach might have.
- **Visual communication-** When analysing data, it can be represented in charts or graphs. This makes it easier to understand. Because data can be complex by condensing this information into things like graphs can help to detect patterns and relationships between variables.

Interview feedback form: Feedback form is a form that the employer fills out about the interviewee and what their interview performance was like. It is important to have an interview feedback form as a part of the interview process as it helps the interviewer to highlight strengths and weakness that

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Observation form: An observational form is a structure used by interviewers (this can be digital or on paper) where they note down the person's responses to questions, their behaviour, communication, body language etc. This is important as it helps to reduce any conscious or unconscious bias due to you only focusing on the qualities, they can eliminate certain factors and conclude whether that person is right for the job. This also ensures that the interviewer evaluates the person objectively meaning that there are no personal feelings or opinions impacting the employing process making this process fair as everyone who applied for this job has an equal chance of being picked for the job.

Involving a peer group in the interview process: A peer group is where people who already work for the company being present in the interview evaluating the interviewee. They can ask questions observing the person's responses to these questions with what they have seen they can feedback to the interviewer to ensure if they are the best fit for the job. This is important as it ensures a more detailed evaluation of the interview due to evaluations coming from more than just one or two people. This also helps the current employees feel like they have a say of who gets hired in their department. They can pick the best person to carry out the responsibilities that the job required of them.

Submitting applications to peer groups: This is where applications are seen and evaluated by the peer group. This makes team members feel involved in the hiring process allowing them all to conclude who is right for the job and if they fit the department/team members working style. However, involving peer groups can open more room for bias resulting in the evaluation becoming subjective rather than objective. This does not give each applicant a fair chance of being picked for the job.

Employer evaluation: The employer evaluation is where the interviewer evaluates the interviewee's performance during the interview. By doing this the interviewer can highlight strengths and weaknesses this will allow them to conclude if they are willing to employ them. Employer evaluation is important in the interview process as they will be able to assess if this is the appropriate role for the interviewee.