**Interview Skills Task 2:**

This activity has been designed to enable you to apply the skills that you have learned during the Interview Skills presentation/workbook activities.

In order to complete the task, you will need to find a job advertisement that may be relevant to the career path you plan to take.

**Complete the tables below:**

**Overview:**

|  |  |
| --- | --- |
| **Job Title:** |  |
| **Employer:** |  |
| **Salary:** |  |
| **Closing date:** |  |

**Job Description/ Person Specification:**

|  |  |
| --- | --- |
| **Qualifications needed:***(List the essential qualifications that you need to apply for this job)* |  |
| **Experience required:***(Does this job require any previous experience?)* |  |
| **Core-competencies/skills:***(List the key skills required in this job role and try to find examples of how you have demonstrated the skill. You may use your Personal Statement to help you!)* | **Skill** | **Example** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| ***Key responsibilities:****(List the main tasks that you would have to complete in this job)* |  |
| **Desirable skills:***(List any desirable criteria such as degree accreditations, volunteering, projects)* |  |

**Interview:**

|  |  |
| --- | --- |
| **Date/Time of Interview:** |  |
| **Location:***(Check the precise location and your transport options for getting there)* |  |
| **Interview type:***(Formal/Informal/Telephone/**Presentation/1:1/Group/skills Tests? How will you prepare?)* |  |
| **Outfit:***(What will you wear to the interview?)* |  |
| **Questions:***(Identify at least 3 questions that you could ask at the end of your interview)* | 1.2.3. |