**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. |