



10 Things Not to Do in an Interview

Lack of Preparation and Research

Comprehension Questions

View the programme attentively. After you watch the programme, complete the following comprehension questions and tasks.

1. Describe a situation (at home or school, or relating to your sports, hobbies or social life) when you were not properly prepared and/or did not carry out adequate research. What effect did this have on the outcome?

2. a) Only one of the candidates researched the leisure centre prior to the interview. Who was it and how did they demonstrate their research skills in the interview?

- b) Although Carol, the manager of the leisure centre, says that she always likes to be prepared, what could she have done to better prepare for the recruitment process and improve her likelihood of getting suitable candidates?

3. Indicate whether the following answers to these interview questions are suitable or unsuitable, and briefly explain why.

- a) Question: Tell me about yourself.

Answer: I am 17, I've got 2 sisters and I like surfing and video games.

Suitable

Unsuitable

Why?





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b) Question: What is your biggest weakness?

Answer: I tend to be a bit disorganised which means I'm sometimes running late.

Suitable

Unsuitable

Why?

c) Question: Have you had any experience working in a café?

Answer: Not paid work, but I am studying Hospitality at school and I did a week's work experience in a local cafe.

Suitable

Unsuitable

Why?

d) Question: Why do you want this job?

Answer: I need some money for schoolies.

Suitable

Unsuitable

Why?

e) Question: What do you think this job involves?

Answer: I know it involves some customer service, but could you tell me more about the specific duties of the role?

Suitable

Unsuitable

Why?





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4. The leisure centre manager suggests bringing “relevant documents” to the interview.

An interview portfolio is a folder containing documents that show evidence of your experience, education, skills and achievements that are relevant to the job you are applying for. It should also include a copy of your resume and proof of ID.

Give some examples of the type of documents you could include in your portfolio.

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

5. The internet is a very helpful resource for candidates to research companies and organisations. However, it can also be used by companies to research the candidates, especially through social media.

- a) Give your opinion as to whether you think a prospective employer would, and should, google you?

- b) Describe some steps you can take to protect your personal information online.

