

## Panel Interview: Webinar Activities

### Score in Your Next Panel Interview

# THE WORLD CUP & THE HIGHLIGHT REEL

**Introduction:** This activity was designed to be facilitated after viewing the *Interviewing Tips and Techniques: How to Handle a Panel Interview* webinar and participating in the discussion, brainstorm, and homework. The point of this session is to simulate the panel interview in a fun way. The theme is loosely based on volleyball.

This instruction sheet will provide the facilitator with the necessary information needed to facilitate. As the group facilitator you can expect:

**\*\*Facilitators, please note it's very important to review this activity for understanding prior to instructing the class.**

**Time Needed to Facilitate:** This discussion activity requires approximately 45 minutes.

**Before You Get Started:** Please print and gather all materials needed prior to facilitating.

- *The World Cup - Instruction Sheet* (facilitator details)
- *The World Cup - Game Questions* (one for each team)
- *The World Cup - Score Card* (one for each team)
- *Optional: A small ball or other soft item that can be tossed to further simulate volleyball.*

Reminder: Throughout the activity, suggested wording for the facilitator is indicated by **(read)**. You can read directly from this script or convey the directions in your own words.

*How to Handle a Panel Interview: Score in Your Next Interview*

### THE WORLD CUP (VOLLEYBALL THEMED GAME)

After viewing the webinar and participating in the discussion, brainstorm and homework

**Volley Ball Facilitator Instructions:** You will now lead the group through a game lightly based on volleyball and the rules associated with volleyball. The point of this activity is to provide an opportunity to apply the skills learned through the session one activities and homework. This activity is also a great team building time. Encourage a fun, playful environment.

**Directions (read):** Welcome to the Panel Interview Volleyball World Cup. We're going to start by dividing into two teams of equal size. Each team will have two minutes to come up with a team name.

(Pause for team name)

**(read):** Ok, now I'd like one member from each team to come up to the front of the room to get your game question sheet and your score card. Write your team name on the top of the score card – each team will keep their own score and are on the honor system.

**Directions for the Facilitator (read):**

- I'm the facilitator and will act as the referee and score keeper. My role is to ensure each team plays fairly and adheres to the rules and instructions.
- I will determine if the answer provided adequately answers the question.
- *Give each team a Question Sheet.* Only these questions may be asked. Each team should write their team name on the top of the sheet in the space provided.

**Glossary of Terms (read):**

Here are some volleyball terms we need to be familiar with:

- **Serve:** The serving team is designated as the panel interviewers and will ask a question from the *Interview Question List* (going in order from 1 – 18). *If using the ball, they ask the question and toss the ball to the opposing team member who is at the net to answer.*
- **Net:** The team *at the net* is designated as the interviewees or the team responding to the questions. *If using the ball, the team member at the net catches the ball and then answers the question.*
- **Rotate:** After each *serve* is answered, all team members from both teams will *rotate* their position. This ensures each player has an opportunity to be in the position of the interviewer and interviewee. *Handle this however you choose – and make it fun.*

**Scoring Rules (read):**

- One point is awarded to the team with the correct answer or to the serving team if the answer given is incorrect.
- The end of the game is determined by the amount of time allowed or when all questions have been asked.
- The team with the highest number of points wins!

**Instructions for Play (read):**

- Flip a coin to see which team is first to serve (*First serving team is Team A; other is Team B for the purpose of these instructions*).
- Both teams take your place on opposite sides of the imaginary net and stand in a line facing each other.
- Team A is designated as first to *serve*. Team A selects a member to *serve*.
- Team B chooses a team member to step up to the *net*, where he will be *served* a question by Team A.

- When a question is *served*, the Team B member at the *net* must attempt to answer. One team assist per *serve* is allowed.
- If the referee deems the answer to be correct, Team B will be awarded 1 point and take over the *serve*.
- If the question is answered incorrectly, Team A is awarded the point. They *serve* again (ask another question); Team B *rotates* so another player is at the *net*.
- Reminder: after each *serve*, both teams *rotate* so a new player is in the *serve* position and at the *net* to receive the *serve*. This gives all players the opportunity to ask and answer questions.
- Play continues until all the questions are served (or time runs out).

**Wrap Up:** Congratulate both teams for their participation in this activity. Announce the scores of both teams and the winning team. Make a special note of anything fun or humorous that happened during this activity.

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### THE HIGHLIGHT REEL (REFLECTION)

After viewing the webinar and participating in all the activities in this series

**Reflection Facilitator Instructions** (15 minutes): After the *Panel Interview World Cup* activity, take a few minutes to reflect on what the class did well and how these activities could be used to educate and assist your job seeker with preparing for a panel interview.

Ask any or all of the questions listed below as time allows. Be sure to pay close attention to questions 9-15). Encourage involvement from everyone.

**Directions (read):** While these activities are fresh in our minds let's reflect on what we did well and how we could use this knowledge to assist our job seekers.

1. What did you do well?
2. What would you do differently next time?
3. Did you feel comfortable, prepared and relaxed?
4. What made you nervous or uncomfortable?
5. What could you have done to better prepare?
6. What did you learn from this experience?
7. Was this experience helpful?
8. What was the most valuable thing you gained from these exercises?

**(read)** Now let's reflect on how we can use session 1 & 2 activities to assist our job seekers.

9. Do you think the webinar is beneficial for job seekers?
10. How will you use what you learned to help prepare your job seekers?
11. Do you think the follow-up activities could benefit your job seekers?
12. How will you use these activities to help prepare your job seekers?

13. Specifically, what activities will you use with job seekers?
  - Discussion, Brainstorm, Homework, Game, Reflection.
14. Is there any component that would need to be changed or adapted in order to use it with job seekers?
15. What do you need to do to prepare yourself to facilitate this with a group of job seekers?

**Wrap-up (read):** Thank you for your active participation! I hope you all had fun and learned something new that you'll use with your customers. All of the materials and resources for these activities and other similar activities can be accessed online at [www.ncwtc.com](http://www.ncwtc.com). Feel free to adapt and use them with your job seekers! The NCWorks Training Center is available to assist you with questions regarding these materials.