

## Panel Interview: Webinar Activities

### Score in Your Next Panel Interview

# FACILITATOR OVERVIEW

**Activity Summary:** The activities in this packet are designed to be facilitated in this order:

**Step 1:** *Interviewing Tips and Techniques: How to Handle a Panel Interview* (webinar viewing). Staff can choose to watch the webinar individually or as a group. You should allow **17 minutes** to complete. See the *Instruction Sheet* for full activity details.

**Step 2:** *Spike the Ball in Your Next Panel Interview* (a group discussion and flip chart activity). This activity reviews the major points of the webinar. There are optional breakout/ group activities towards the end of this discussion that will allow an opportunity to apply what was learned in the webinar. You should allow **45 minutes** to complete. See the *Instruction Sheet* for full activity details.

**Step 3:** *Practice for the World Cup* (brainstorm activity & homework). This preparation activity is a good review of how to put the strategies mentioned in the webinar into practice and will prepare the participant for *The World Cup*. You should allow **30 minutes** to complete the brainstorm and **30 minutes** for the homework. See the *Instruction Sheet* for full activity details.

**Step 4:** *The World Cup & The Highlight Reel* (mock interview & reflection activity). This final activity will allow participants to apply everything they have learned from the webinar and follow-up activities. This game is fun and is loosely based on volleyball and the rules associated with volleyball. You should allow **1 hour** to play the game and do the reflection activity after. See the *Instruction Sheet* for full activity details.

#### Before You Get Started:

- Please view the corresponding webinar, *Interviewing Tips and Techniques: How to Handle a Panel Interview*, which can be accessed at [ncworkforcetraining.com](http://ncworkforcetraining.com). Simply login to your account; click the webinar tab; scroll down until you see *Series: Interviewing Tips & Techniques*; click the *View Now* tab located beside the title.
- Prior to facilitating the activities, review all corresponding activities and instructions mentioned in Steps 1-4. Feel free to contact the NCWorks Training Center at (919) 814-0399 with questions.
- Gather and prepare all necessary material prior to facilitating each activity.

Panel Interview Webinar: Activity Instruction Sheet

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- Throughout the activities, suggested wording for the facilitator is indicated by **(read)**. You can read directly from this script or convey the directions in your own words.
- The activities were designed for groups of 6 or more, but can be modified for smaller groups or for individual use.

The activities provide opportunities for team building, especially if you encourage interaction from all staff in a fun, playful environment.

**Purpose:** The following webinar and activities were created to accomplish these three goals:

- 1) To provide an opportunity to feel what job seekers feel when involved in the interview process.
- 2) To better understand the preparation needed by job seekers and to demonstrate some good practices for preparation.
- 3) To simulate an interview in a fun way and to provide an opportunity to practice and apply the things learned.

**Overview:** Why do we need to build interviewing skills? The art of job search and acquisition require more than a great resume, attractive cover letter, and perfectly completed application. A great interview is an essential component in the job search equation and panel interviews can be one of the hardest to prepare for. Like any good performance, a winning interview requires preparation, practice, and rehearsal!

In this webinar and follow-up activities you will examine popular interview questions, how to prepare for a panel interview, and how to interact with multiple interviewers. You will take part in mock interviews by asking and answering typical questions and finally, you will have an opportunity to think about how to use what you've learned to benefit your customers. So let's get started!