

Tough Interview Questions: Webinar Activities

Score in Your Next 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 Tough Interview Questions* (webinar viewing). Staff can choose to watch the webinar individually or as a group. You should allow **30 minutes** to complete. See the *Instruction Sheet* for full activity details.

Step 2: *The Fundamentals* (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 Playoffs* (brainstorm worksheet & 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 Playoffs*. You should allow **45 minutes** to complete the brainstorm and **30 minutes** for the homework. See the *Instruction Sheet* for full activity details.

Step 4: *The Playoffs & 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 basketball and the rules associated with basketball. 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 Tough Interview Questions*, which can be accessed at 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.

- 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 requires more than a great resume, attractive cover letter, and perfectly completed application. A great interview is an essential component in the job search equation. Tough interview questions can be the hardest to appropriately answer and prepare for. Like any good performance, a winning interview requires preparation, practice, and rehearsal!

In this webinar and follow-up activities you will examine some popular interview questions, how to prepare for them, and how to interact with the interviewer when a difficult question has been asked. You will take part in an interview simulation by asking and answering typical tough questions. Finally, you will have an opportunity to think about how to use what you've learned to benefit your customers.