



Month 7

Optional – Interview Skills

This month you will look at ways of increasing your interview technique and skills.

Reading:

Excellent reading choices to help with interview skills and preparation.

- 1) **How to Interview Like a Top MBA: Job-Winning Strategies From Headhunters, Fortune 100 Recruiters, and Career Counsellors: Job-Winning Strategies From Headhunters, Fortune 100 Recruiters, and Career Counsellors.** Shel Leanne. (2014).
<https://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=135306&site=ehost-live>
- 2) **Making Work Experience Count: How to Get the Right Work Experience and Improve Your Career Prospects.** Longson, Sally. (1999).
<https://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=25420&site=ehost-live>
- 3) **How to Write a Great CV: Discover What Interviewers Are Looking for Focus on Your Strengths and Perfect Your Presentation.** McGee, Paul. (2007).
<https://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=198013&site=ehost-live>
- 4) **Ace Your Résumé, Application, and Interview Skills.** Thompson, Elissa-Byers, Ann. Rosen Publishing Group. (2020).
<https://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=2287592&site=ehost-live>

Articles:

Excellent range of online articles for improving interview skills.

- 1) **Best Techniques for a Successful Job Interview.** Alison Doyle. (2020).
<https://www.thebalancecareers.com/top-job-interview-tips-2061331>
- 2) **7 Interview Techniques to Conduct an Effective Interview.** Indeed. (2021).
<https://www.indeed.com/hire/c/info/6-interviewing-techniques-to-conduct-an-effective-interview>
- 3) **Interview techniques from experienced interviewers: Ideas to Avoid.** Nikoletta Bika. (2021).
<https://resources.workable.com/stories-and-insights/job-interview-techniques-mistakes-avoid>

Video:

- 5 BEST Interview Tips - The Ultimate Formula to Interview Success. Don Georgevich. (2018).

<https://www.youtube.com/watch?v=yL19XilAt00>

Talking Points:

The 4 point topic areas for the talking part of 'Interview Skills'

- 1) What interview experience have you had so far?
- 2) What roles have you applied to and been unsuccessful / successful in the selection process?
- 3) What different types of interviews have you had?
- 4) Do you feel confident to attend an interview for a role higher than your current position?

Activity:

Conduct a role play of an interview situation (choosing a job role of your choice for around 20 minutes).

- 1) Ask the mentee to introduce themselves (what is your unique selling point)
- 2) Ask the mentee what have they done to go above and beyond in their previous / current roles?
- 3) Why do you think you are a good candidate for the role you are applying to?
- 4) What additional skills / qualification / experience can you bring to the team?
- 5) What additional accolades / awards have you achieved today?

6) Why are you passionate about hospitality and working in (hotels) etc.?

- Once completed the activity. The mentor to highlight strengthens, weaknesses and areas to include next time of the role-playing interview.
- If the mentee has already had a job experience and was unsuccessful, what improvements can be made?
- How to build on confidence when applying for job roles? Even when unsuccessful in the selection process.

Please update your meeting record on the IoH website and schedule the next meeting and update your goals.

- Do the goals require any updating? How is the mentee proceeding in meeting the goals?
- Are you having any problems making meetings?