



LCVP

# Recorded Interview Notes



**Student Name:**

Roscommon Convent

## To ensure you do an excellent interview:

- Read all the notes
- Listen to advice given in class
- Print & Read your portfolio as you will be questioned on it
- Prepare answers to the questions provided
- Practice each night for the week before (will only take 10 minutes)
- Record yourself (use your smartphone) listen back to the recording
- Ask a friend or family member to help you by asking the questions (don't be embarrassed the more practice you get the more confident you will be)
- Practice in front of the mirror, use hand gestures where necessary

Remember that the recorded interview is worth **12.5%** of your final Link Modules grade.



## Introduction

'Good morning, In the next few minutes I'm going to ask you some questions about yourself, about what you are studying at school, the Link Modules activities that you took part in and what you plan to do in the future.'

### 1. Tell me a little about yourself?

*Very short introduction.*

- Be polite - Good morning/afternoon/evening
- State your name
- State you are a student studying for Leaving Certificate
- State the school you are attending

### 2. What subjects are you studying for your Leaving Certificate?

- Name all subjects
- MUST Mention Link Modules (not LCV)
- Mention one subject in particular and mention a **SKILL** you have gained from it and how it has helped you. (Art=creative skills, Maths = logical thinking skills, English = writing skills, French = language skills, geography = organisation skills, Home Economics = time management skills)

**Example – IMPORTANT DON'T EVER COPY THE EXAMPLE – WRITE YOUR OWN PERSONAL ANSWER!!!!**

*I am studying English, Irish Maths, Business, Music, Link Modules and Home Economics. I found Home Economics very interesting and it has helped me to develop my time management skills as we have to be able to prepare, cook & serve our food along with cleaning the kitchen in a double class, I believe these skills will be of great benefit to me when I go to college. (Remember don't copy my example)*

### 3. What do you hope to do when you leave school?

- State the career you are interested in studying
- Name the college & Course & CAO Points (**NO abbreviations** eg BA = Bachelor of Arts, NUI = National University of Ireland, AIT = Athlone Institute of Technology)
- State how the Career Investigation developed your **SKILLS**
  - ICT skills (typing & formatting report in Microsoft Word)
  - Research skills (Online research, qualifax, careers portal)
  - Communication skills (talking to college reps at careers night / interviewing someone in the career)
  - Interpersonal skills (talking to college reps at careers night / interview someone in the career)

**4. That’s a very interesting career, why did you choose it?**

- Your **SKILLS** and experience (work experience or hobbies)
- Your character and personality (qualities)
- Your vision (where you see yourself in future)

**5. You and your class organised a number of activities as part of the Link Modules, Tell me about one of them?**

<b>Visit Out to Chocolate Factory (Summary Report)</b>	<b>Fundraiser (Enterprise Plan)</b>	
<ul style="list-style-type: none"> <li>• We discussed/brainstormed places to visit</li> <li>• Voted – made decision</li> <li>• Set objectives for visit</li> <li>• Organised class into groups</li> <li>• Each person got a job to do. For example</li> <li>• My job was to..... this developed my .... <b>SKILL</b></li> <li>• We went on tour learned a lot about....</li> <li>• This activity developed my <b>TEAMWORK SKILLS</b></li> <li>• How you worked together, how you handled difficulties, what you gained from the activity</li> <li>• After the visit we evaluated it in class (survey/discussion/feedback from teacher)</li> <li>• Successful</li> <li>• We achieved our objectives</li> <li>• Typed a report – <b>REPORT WRITING SKILLS</b></li> </ul>	<ul style="list-style-type: none"> <li>• We discussed/ brainstormed how to raise money</li> <li>• Voted – made decision</li> <li>• Set objectives – <b>PLANNING SKILLS</b></li> <li>• Divided class into groups</li> <li>• Each person got a job to do. For example</li> <li>• My job was to..... this developed my .... <b>SKILL</b></li> <li>• We done research &amp; learned a lot about....</li> <li>• This activity developed my <b>TEAMWORK SKILLS</b></li> <li>• How you worked together, how you handled difficulties, what you gained from the activity</li> <li>• After the fundraiser we evaluated it in class (survey/discussion/feedback from teacher)</li> <li>• Successful</li> <li>• We achieved our objectives</li> <li>• Typed Enterprise plan – <b>ICT SKILLS</b></li> </ul>	<p style="text-align: center;"><i>Choose a variety of these point and generate an answer to the question!</i></p>

**6. What aspect of Link Modules challenged you most?**

Turn a negative into a positive.

If there was a particularly difficult aspect, try to say how you helped to overcome or improve it. Think of a difficult problem and say how you solved it with the help of other people (career guidance teacher/Link modules teacher/Parent/Friend) Prove that you are adaptable and able to deal with challenges.

*I found the most challenging aspect to ..... activity was.....*

*But I overcame this problem by ..... and I believe I have learned from this and....*

**7. What advice would you give to someone in your school thinking of taking Link Modules?**

- Good to gain points for future college course
- Created a CV – help with job searching
- Recommend subject
- Say you enjoyed subject.....

You learned **SKILLS**

Research Skills

Organisation Skills

Leadership Skills

Communication Skills

Computer Skills

Interpersonal Skills

Problem solving Skills

Creative Skills

Time Management Skills

Teamwork Skills

Report writing skills

You are now a more..... (**QUALITIES**)

- Confident person
- Reliable person
- Hardworking student
- Adaptable person
- Diligent person
- Able to work under pressure
- Able to meet deadlines
- Have attention to detail (CV - ICT skills)
- Determined
- Enthusiastic
- Energetic

Example: *Yes I would recommend Link Modules to other students as...*

*I believe..... I think.... In my opinion... I have found it to be.....*

*Good for... Enhanced my.... Benefitted me... Developed my..... Made me .... It improved my...*

*Furthered my knowledge on... Advanced my... Informed me of...*

**8. Tell me about an Link Modules related activity that involved teamwork?**

Name activity, how was it organised (groups/delegated jobs) How you worked together, how you handled difficulties, what your role was, what you gained from the activity

*A Link Modules Activity that involved teamwork was.....*

*We set a common goal which was to.... We delegated.. We organised... We brainstormed... We had regular meetings... we asked our teacher for advice... we emailed.. we communicated... we worked together... My job was to..... This task benefited me as I learned....*

**9. Did you enjoy any particular aspect of Link Modules more than the rest?**

Name the activity, did it involve work alone or as part of a team? Or both?

What **SKILLS** did you learn and how can you apply them to your Leaving cert studies or career aspirations. Give examples of your main achievements explaining particularly interesting aspects.

**10. Thank you for attending interview here today. Have you anything else to add?**

**NOTE: Usually in a job situation you would ask a question at the end. However we are not offering you employment so a polite conclusion is acceptable.**

**It is important that YOU conclude the interview – it's not over until the camera is off so don't lose eye contact with interviewer or move from your seat until you are sure the camera is stopped)**

'Thank you for a very pleasant interview'

'Thank you for your time'

'I would like to take this opportunity to thank you for interviewing me here today'

'Thank you for this opportunity' –

**DO NOT MOVE IN YOUR SEAT UNTILL THE INTERVIEWER HAS TURNED OFF THE VIDEO CAMERA.**



**1. Tell me a little about yourself?**

**2. What subjects are you studying for your Leaving Certificate?**



**3. What do you hope to do when you leave school?**

**4. That's a very interesting career, why did you choose it?**

**5. You and your class organised a number of activities as part of the Link Modules, Tell me about one of them?**

**6. What aspect of Link Modules challenged you most?**

**7. What advice would you give to someone in your school thinking of taking Link Modules?**

**8. Tell me about an LCVP related activity that involved teamwork?**

**9. Did you enjoy any particular aspect of Link Modules more than the rest?**

**10. Thank you for attending interview here today. Have you anything else to add?**

## Checklist for Recorded Interview/Presentation



*Ensure you can tick each statement before you complete your Recorded Interview. If any statement cannot be ticked, make the necessary changes.*

Have you checked your time - a minimum of three and a maximum of five minutes?

Does your Recorded Interview relate to Link Modules activities that you engaged in during the course of the two year programme?

Have you commenced by stating your Leaving Certificate number?

Is your Leaving Certificate number displayed at all times?

Have you researched your questions and sample answers?

Are you making eye contact with the Interviewer?

Did you express your ideas in a logical sequence?

Did you express your opinions clearly?

Have you mentioned the skills you gained through the Link Modules activities?

Have you used action words when describing events, i.e. I planned, we evaluated, etc?

Have you used **hand gestures** where appropriate? Don't hide your hands under the desk!

Have you explained Technical terms? if any and Don't use abbreviations (Don't mention LCV P - Always refer to Link Modules)

Don't Slouch in your chair, sit upright, shoulders back and relax

Is your uniform neat and are you dressed appropriately?

- Clean uniform (no make up stains on shirt collars)
- Top Button **MUST** be Closed
- Hair back off your face
- No Jewellery or arm bands
- No fake tan
- Make up very minimal & natural looking foundation NO mascara or eye meke up (please don't be insulted if I recommend you remove it - its only for 5 minutes!!)

Be on time, did you find out where the interview is taking part?

Does your Recorded Interview represent a **variety** of all Link Module activities?

Don't go into lenghtly detail about Work Experience as it is your second optional item (alone with recorded interview) and it is already examened in the portfolio.

Its ok to mention it as an activity but focus on your other activities.

## A-Z of Interviews

- A. is for Attitude / Assertiveness
- B. is for Behavior / Body-language
- C. is for Compatibility / Commitment / Closing
- D. is for Dress-code  
is for Demonstrating understanding of the job and relating your experience to the job on offer
- E. is for Empathy  
is for Effective pauses (time to gather your thoughts)
- F. is for Focus  
is for First Impressions
- G. is for Greeting  
is for Genuine interest in the job
- H. is for Helpful  
is for Honest
- I. is for Image
- J. is for Joining the organisation, what do you bring to the company
- K. is for Keeping alert  
is for Knowledge
- L. is for Listening to the questions
- M. is for Making an impression
- N. is for being Natural, showing your genuine self
- O. is for Opportunity to make the right impression
- P. is for Preparation  
is for Pace, don't rush!
- Q. is for Quality
- R. is for Responsibility  
is for quantifying Results you have achieved
- S. is for making every question a Sales opportunity  
is for specific
- T. is for Thanking the interviewer
- U. is for USP - what makes you different from other candidates
- V. is for the Value you bring to the organisation
- W. is for Words, use them in a clear concise way  
is for Well-presented
- X. is for XOB, thinking outside the box
- Y. is for You, Your ability to work with other team members
- Z. is for Zest, showing genuine interest in the job

**DID YOU KNOW**

34 CRUCIAL TIPS FOR YOUR NEXT **JOB INTERVIEW**



**COMMON NONVERBAL MISTAKES MADE DURING JOB INTERVIEWS**

**67%** Fail to make eye contact

**47%** Have little knowledge of the company

**38%** Don't smile

**33%** Have bad posture

**33%** Fidget too much

**26%** Have a weak handshake

**21%** Play with their hair or touch their face

**21%** Cross their arms over their chest

**9%** Use too many hand gestures



In a survey of more than 2,000 hiring managers, **33%** claimed to know whether or not they would hire someone within 90 seconds.

**STATISTICS SHOW THAT FIRST IMPRESSIONS ARE DETERMINED BY:**

**55%** The way you dress, act, and walk through the door

**38%** The quality of your voice, grammar, and confidence

**7%** The words you choose to say

**THINGS THAT HAVE AN IMPACT ON FIRST IMPRESSIONS**

**70%** of employers claim they don't want applicants to be **overly fashionable** or **trendy**

**65%** of hiring managers say clothes can be the **deciding factor** between two similar candidates

**BRIGHTLY-COLORED CLOTHING IS BAD**



**TOP 10 MOST COMMON INTERVIEW MISTAKES**

- 1** Over-explaining why you lost your last job
- 2** Conveying that you're not over losing your last job
- 3** Lacking humor, warmth or personality
- 4** Not showing enough interest or enthusiasm
- 5** Inadequate research about a potential employer
- 6** Concentrating too much on what you want
- 7** Trying to be all things to all people
- 8** "Winging" the interview
- 9** Failing to set yourself apart from other candidates
- 10** Failing to ask for the job

# DID YOU KNOW

## Common nonverbal mistakes made at a job interview

From a survey of 2000 bosses

In a survey of 2000 bosses **33%** claimed that they know within the first **90 seconds** of an interview whether **they will hire someone**



The average length of an interview is **approximately 40 minutes**

## Statistics show that when meeting new people the impact is:



## Clothes



**NOTES:**


