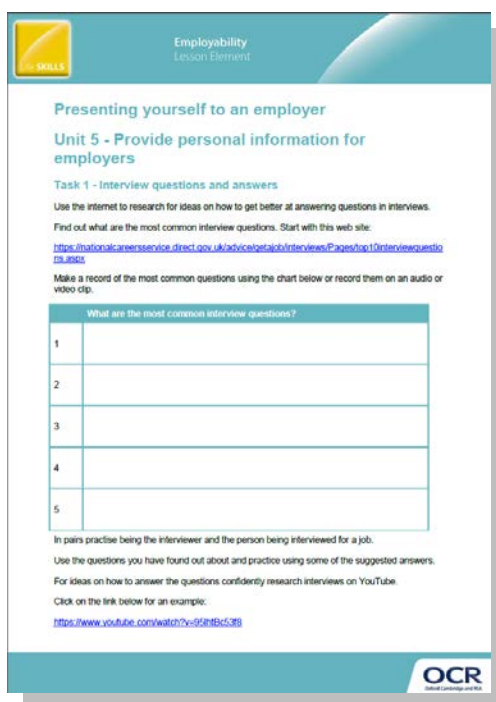


Presenting yourself to an employer

Unit 5 – Provide personal information for employers

Instructions and answers for teachers

These instructions should accompany the OCR Lesson Element 'Presenting yourself to an employer', which supports OCR Awards and Certificates in Employability Skills Unit 5 – Provide personal information for employers.



The screenshot shows a document titled 'Presenting yourself to an employer' under the heading 'Unit 5 - Provide personal information for employers'. It includes a task titled 'Task 1 - Interview questions and answers' with instructions to research interview questions. A table is provided for recording common interview questions, with five rows numbered 1 to 5. The document also includes instructions to practice in pairs and a link to a YouTube video for an example.

Presenting yourself to an employer
Unit 5 - Provide personal information for employers

Task 1 - Interview questions and answers

Use the internet to research for ideas on how to get better at answering questions in interviews.
 Find out what are the most common interview questions. Start with this web site:
<https://nationalcareerservice.direct.gov.uk/advice/getajob/interviews/Pages/top10interviewquestions.aspx>

Make a record of the most common questions using the chart below or record them on an audio or video clip.

What are the most common interview questions?	
1	
2	
3	
4	
5	

In pairs practise being the interviewer and the person being interviewed for a job.
 Use the questions you have found out about and practice using some of the suggested answers.
 For ideas on how to answer the questions confidently research interviews on YouTube.
 Click on the link below for an example:
<https://www.youtube.com/watch?v=95nBc538>

OCR
 Oxford Cambridge and RSA

Associated materials

Lesson Element - Presenting yourself to an employer

Expected duration

Task 1 - 1 hour
 Task 2 - 1 hour
 Task 3 - 1 hour



Task 1 – Interview questions and answers

This website has a good selection of questions and sample answers:

<https://nationalcareersservice.direct.gov.uk/advice/getajob/interviews/Pages/top10interviewquestions.aspx>

If your learners do not have access to the internet you could print relevant materials from this site for them.

Examples of questions

- Tell me about yourself
- What are your strengths?
- What are your weaknesses?
- Why do you want to work here?
- Why should we hire you?
- What are your goals?
- What makes you a good team member?

Task 2 – Writing a personal statement

These websites provide guidance on writing personal statements and contain some good examples to share with your learners:

<http://www.jobs.ac.uk/careers-advice/cv-templates/2154/how-to-write-a-personal-statement>

<http://www.reed.co.uk/career-advice/blog/2014/january/personal-statement-examples>



Task 3 – How to present your evidence of personal achievements

Discuss ways of presenting evidence of personal achievement such as files, PowerPoint presentations, videos, verbal presentation etc.

Ask the learners to present their evidence of personal achievement to a small group.

Review and discuss the feedback they receive from their presentation.



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