

Interview Skills Workshop

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Practice interview script

“Hello, I’m ... and I’m going to interview you today.”

*(Shake hands and allow the interviewee to settle in their chair.
Observe their body language and eye contact.)*

“I’m looking for how you can demonstrate to me your drive for excellence, can you give me an example of when you have tried really hard to do something the best you can?”

*(Give the interviewee about 30 seconds to describe their example.
Circle how well you think they did and, if you wish, write brief notes.)*

“Thank you. Now can you give me an example that shows your ability to build relationships or work with others?”

*(Give the interviewee about 30 seconds to describe their example.
Circle how well you think they did and, if you wish, write brief notes.)*

“Thank you. Let’s end with your passion for knowledge and learning. Tell me about a time when you made an extra effort to learn something new or do a piece of work to the best of your ability.”

*(Give the interviewee about 30 seconds to describe their example.
Circle how well you think they did and if you wish, write brief notes.)*

“Thank you for coming today. We’ve come to the end of the interview.”

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Interview score card

Name

Passion for Knowledge & Learning (circle rating)	
Excellent passion for knowledge & learning: You can show clearly that you are passionate and give examples of how you would carry on learning in your new job.	5
Good passion for knowledge & learning: You can show that you want to learn new things and that you look for opportunities to do so.	4
Acceptable passion for knowledge & learning: You can show that you learn from different sources, from experience, feedback and research. You also know what else you need to learn in future.	3
Below acceptable passion for knowledge & learning: You can't give a clear example of where you have learned something useful.	2
Poor passion for knowledge & learning: You cannot give an example of where you have learned and don't seem to be interested in learning new things.	1

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Interview score card

Name

Building Relationships (circle rating)	
Excellent evidence of building relationships: You work well with people and understand how you can impact others positively and make a team successful.	5
Good evidence of building relationships: You work well with people and take into account their needs so that the whole team can be successful.	4
Acceptable evidence of building relationships: You work well in a team and with different types of people.	3
Below acceptable evidence of building relationships: You can't give good examples of when you have worked in a team.	2
Poor evidence of building relationships: You can't show examples of working in a team and you don't seem to like working with people.	1

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