

Uraohjain+

22.11.2024

## Participant materials for the interview exercise

This exercise is designed so that participants work in small groups of three.

The materials needed for the interview exercise are in this document.

Each participant receives instructions based on their specific role, printed on a sheet of paper. The three roles are: **Interviewee, Interviewer and Observer**. Participants will alternate between these roles, with each participant acting in each role once. This results in three rounds of training. For every round, participants will receive materials specific to their role.

The practice questions remain consistent throughout the rounds, except for **Question 6**, which has different versions. This question is intentionally varied to expose participants to challenging interview scenarios.

**NOTE:** The training material is intentionally generic and does not assume a specific job role. The only information provided to the interviewee is that the role aligns with their skills and experience. If it helps, they can think of a job they have or want to apply for.

Question number one (1) = what made the interviewee interested in this particular job? It's a great question to use during the facilitated exercise demo, as it gives participants an opportunity to reflect on and express the specific aspects of their dream job that interest them the most.

Print as many copies of pages 2 through the end of this document as there are participants in the sparring session.

## Round 1 - Interviewee

Congratulations!

You have been invited for an interview on the basis of your application. The job is a specialist position which, given your skills and experience, is a great match for you. It would be your dream job.

You will have 10 minutes for the interview.

You will be invited inside shortly.

You can prepare yourself by thinking about the three things that are best about you.

You can also use a technique from before to relieve tension.

## Round 1 – Interviewer

### General instructions (this part is the same for each training session)

You will act as an interviewer in the recruitment process. Once you are familiar with this guide, start the interview by inviting the interviewee, who is already waiting, to come in and start the interview.

You have **10 minutes** for the interview. Keep track of the time. You will be assisted by an Observer, whose job it is to make observations on the progress of the interview.

The job in this recruitment exercise is a specialist role in the IT or media sector. While a real-life scenario would provide more specific details, this exercise is designed to be as inclusive and accessible as possible for a broad range of participants.

During the interview, try to guide the conversation naturally. If an interviewee's response is too brief, encourage them to elaborate by asking, "Could you tell me more?" If the response is too long, you can show impatience subtly or transition to the next question. While you're welcome to add your own questions, try to stick to the provided ones in the next section and stick to the overall time limit.

Foster a relaxed and friendly atmosphere. A well-conducted interview reflects positively on your company's reputation. Keep in mind that the interviewee may feel nervous, and it is in both your and your company's interest to gain an accurate understanding of their capabilities.

If necessary, you can interrupt the situation by saying "**stop**" and asking the observer for help.

*Start the interview by greeting and introducing yourself. Your title is **Team Leader**. Also **introduce the Observer** and direct the Interviewee to their designated seat.*

### Interview and questions

"Welcome! I'm the Team Leader <your name> and I have an observer with me <your name>. Come and sit here." (show the interviewee where to sit)

"I'm glad this interview was arranged so quickly! We have about ten minutes. Are you all set and ready to start?"

(Wait for the Interviewee's response. Then conduct the actual interview using the following questions. Let the interviewee answer each one. Ask for clarification if you wish.)

1. What made you interested in this specialist role?
2. "A question about your studies: What has been the most interesting thing you have studied so far?"
3. "Please tell us about a successful experience you've had: What was the situation, what actions did you take and what did you achieve?"
4. "How did that experience make you feel?"
5. " Which of your previous jobs have you enjoyed the most, and why?"
6. "How do you resolve the conflict between quantity and quality objectives?"
7. "How much are you willing to travel for work?"
8. "How do you work on developing your own skills?"
- 9." What kind of conditions help you perform at your best?"

Ask the interviewee if there are any questions they would like to ask?

Then tell the interviewee that you will next compare candidates on the basis of the interviews and that you will inform him/her within two weeks.

Finally, thank the interviewee for the interview and say goodbye.

## Round 1 - Observer

Your tasks in the exercise are:

- Make observations of the Interviewee's behaviour during the interview.
- Give feedback to the Interviewee after the interview, if they so wish. Follow the “Keep – Improve -structure”.
- Keep track of the 10 minutes allocated for the interview. Signal the Interviewer at the 9 min mark.
- General observations of the interview and the exercise.
- You do not participate in the interview in any way, except if the Interviewee or the Interviewer has interrupted the exercise by saying "stop" and either of them asks you for help.

### Observations during the interview

You can use the space below to take notes during the interview.

"Keep", i.e. good things for the interviewee to remember in the future

"Improve", i.e. tips for the interviewee on areas for improvement

## Round 2 - Interviewee

Congratulations!

You have been invited for an interview on the basis of your application. The job is a specialist position which, given your skills and experience, is a great match for you. It would be your dream job.

You will have 10 minutes for the interview.

You will be invited inside shortly.

You can prepare yourself by thinking about the three things that are best about you.

You can also use a technique from before to relieve tension.

## Round 2 – Interviewer

### General instructions (this part is the same for each training session)

You will act as an interviewer in the recruitment process. Once you are familiar with this guide, start the interview by inviting the interviewee, who is already waiting, to come inside and then start the interview.

You have **10 minutes** for the interview. Keep track of the time. You will be assisted by an Observer, whose job it is to make observations on the progress of the interview.

The job in this recruitment exercise is a specialist role in the IT or media sector. While a real-life scenario would provide more specific details, this exercise is designed to be as inclusive and accessible as possible for a broad range of participants.

During the interview, try to guide the conversation naturally. If an interviewee's response is too brief, encourage them to elaborate by asking, "Could you tell me more?" If the response is too long, you can show impatience subtly or transition to the next question. While you're welcome to add your own questions, try to stick to the provided ones in the next section and stick to the overall time limit.

Foster a relaxed and friendly atmosphere. A well-conducted interview reflects positively on your company's reputation. Keep in mind that the interviewee may feel nervous, and it is in both your and your company's interest to gain an accurate understanding of their capabilities.

If necessary, you can interrupt the situation by saying "stop" and asking the observer for help.

Start the interview by greeting and introducing yourself. Your title is Team Leader. Also introduce the Observer and direct the Interviewee to their designated seat.

### Interview and questions

"Welcome! I'm the team leader <your name> and I have an observer with me <your name>. Come and sit here." (show the interviewee where to sit)

"I'm glad this interview was arranged so quickly! We have about ten minutes. Are you all set and ready to start?"

(Wait for the Interviewee's response. Then conduct the actual interview using the following questions. Let the interviewee answer each one. Ask for clarification if you wish.)

1. "What made you interested in this specialist role?"
2. "A question about your studies: What has been the most interesting thing you have studied so far?"
3. "Please tell us about a successful experience you've had: What was the situation, what actions did you take and what did you achieve?"
4. "How did that experience make you feel?"
5. " Which of your previous jobs have you enjoyed the most, and why?"
6. "What do you think: can you be a good expert and a good team leader at the same time?"
7. "How much are you willing to travel for work?"
8. "How do you work on developing your own skills?"
- 9." What kind of conditions help you perform at your best?"

Ask the interviewee if there are any questions they would like to ask?

Then tell the interviewee that you will next compare candidates on the basis of the interviews and that you will inform him/her within two weeks.

Finally, thank the interviewee for the interview and say goodbye.



## Round 2 - Observer

Your tasks in the exercise are:

- Make observations of the Interviewee's behaviour during the interview.
- Give feedback to the Interviewee after the interview, if they so wish. Follow the "Keep – Improve -structure".
- Keep track of the 10 minutes allocated for the interview. Signal the Interviewer at the 9 min mark.
- General observations of the interview and the exercise.
- You do not participate in the interview in any way, except if the Interviewee or the Interviewer has interrupted the exercise by saying "stop" and either of them asks you for help.

### Observations during the interview

You can use the space below to take notes during the interview.

"Keep", i.e. good things for the interviewee to remember in the future

"Improve", i.e. tips for the interviewee on areas for improvement

## Round 3 - Interviewee

Congratulations!

You have been invited for an interview on the basis of your application. The job is a specialist position which, given your skills and experience, is a great match for you. It would be your dream job.

You will have 10 minutes for the interview.

You will be invited inside shortly.

You can prepare yourself by thinking about the three things that are best about you.

You can also use a technique from before to relieve tension.

## Round 3 – Interviewer

### General instructions (this part is the same for each training session)

You will act as an interviewer in the recruitment process. Once you are familiar with this guide, start the interview by inviting the interviewee, who is already waiting, to come in and start the interview.

You have 10 minutes for the interview. Keep track of the time. You will be assisted by an Observer, whose job it is to make observations on the progress of the interview.

The job in this recruitment exercise is a specialist role in the IT or media sector. While a real-life scenario would provide more specific details, this exercise is designed to be as inclusive and accessible as possible for a broad range of participants.

During the interview, try to guide the conversation naturally. If an interviewee's response is too brief, encourage them to elaborate by asking, "Could you tell me more?" If the response is too long, you can show impatience subtly or transition to the next question. While you're welcome to add your own questions, try to stick to the provided ones in the next section and stick to the overall time limit.

Foster a relaxed and friendly atmosphere. A well-conducted interview reflects positively on your company's reputation. Keep in mind that the interviewee may feel nervous, and it is in both your and your company's interest to gain an accurate understanding of their capabilities.

If necessary, you can interrupt the situation by saying "stop" and asking the observer for help.

Start the interview by greeting and introducing yourself. Your title is Team Leader. Also introduce the Observer and direct the Interviewee to their designated seat.

### Interview and questions

"Welcome! I'm the team leader <your name> and I have an observer with me <your name>. Come and sit here." (show the interviewee where to sit)

"I'm glad this interview was arranged so quickly! We have about ten minutes. Are you all set and ready to start?"

(Wait for the Interviewee's response. Then conduct the actual interview using the following questions. Let the interviewee answer each one. Ask for clarification if you wish.)

1. What made you interested in this specialist role?
2. "A question about your studies: What has been the most interesting thing you have studied so far?"
3. "Please tell us about a successful experience you've had: What was the situation, what actions did you take and what did you achieve?"
4. "How did that experience make you feel?"
5. " Which of your previous jobs have you enjoyed the most, and why?"
6. "What do you think: what are the advantages of standardisation - are there any disadvantages?"
7. "How much are you willing to travel for work?"
8. "How do you work on developing your own skills?"
- 9." What kind of conditions help you perform at your best?"

Ask the interviewee if there are any questions they would like to ask?

Then tell the interviewee that you will next compare candidates on the basis of the interviews and that you will inform him/her within two weeks.

Finally, thank the interviewee for the interview and say goodbye.

## Round 3 - Observer

Your tasks in the exercise are:

- Make observations of the Interviewee's behaviour during the interview.
- Give feedback to the Interviewee after the interview, if they so wish. Follow the "Keep – Improve -structure".
- Keep track of the 10 minutes allocated for the interview. Signal the Interviewer at the 9 min mark.
- General observations of the interview and the exercise.
- You do not participate in the interview in any way, except if the Interviewee or the Interviewer has interrupted the exercise by saying "stop" and either of them asks you for help.

### Observations during the interview

You can use the space below to take notes during the interview.

"Keep", i.e. good things for the interviewee to remember in the future

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