


ACTIVITY: Interview Panel Training

Resilience Focus Area: **Emotions & Behaviours**

Learning Outcomes:

- Understand the benefits for involving young people in the recruitment of new staff
- Understand the interview process and young people's role within it
- Understand about unconscious bias and the importance of fair recruitment
- Gain valuable experience and insight into the interview process



Time	Activity	Method	Resources
2.5 mins	SIGN IN, WELCOME, INTRODUCTIONS & CHECK IN	<p>Ask young people to complete sign In sheet. When the group are settled ask them to introduce themselves and tell us something about themselves.</p> <p>Explain how we always use a check in at the start of each workshop and how it works.</p> <p>Ask the group to say how they are feeling from 1-10 and if they want to share why</p>	<p>PowerPoint</p>  <p>Microsoft PowerPoint Sign In Sheet / Pens / Paper</p>
2.5 mins	RECAP GROUND RULES <i>If relevant or set ones for this session if necessary</i>	<p>Explain to the group, people need to feel safe in order to share their views and experiences. Remind them of the rules we agreed last week:</p> <ul style="list-style-type: none">• Respect other people• Listen to what other people are saying• What people say, stays in the group (unless they or anyone else is at risk)• The more you put in, the more you take out!• Plus any additions from previous sessions if applicable	<p>PowerPoint</p> <p>Ground rules pre-prepared and written up on a flipchart Pen</p>

Time	Activity	Method	Resources
10 mins	ICEBREAKER TWO TRUTHS & A LIE	Ask the group to think of 2 true things about themselves and 1 that is a lie to share with the rest of the group. Perhaps go first to demonstrate an example. Take it in turns to share the 3 statements and discuss with the group. To decide which 2 are true and which 1 is a lie. Once they have decided, declare to the person and reveal the truth. Repeat so everyone has a turn.	PowerPoint
	AIMS OF THE SESSION	Share with the group the aims of the session. And ensure everyone is clear to the purpose of the session.	PowerPoint
5 mins	DISCUSSION WHY INVOLVE YOUNG PEOPLE IN THE INTERVIEW PROCESS?	Discuss with the group why they think they are being invited to involved in the recruitment process of new staff. Ask them to think of the benefits for the organisation they are part of and the benefits to them as young people? Reference some of the examples including: Article 12 of the UN Rights of the Child and how this underpins young peoples involvement . Share the other examples of the benefits and discuss the young people.	PowerPoint
5 mins	DISCUSSION WHAT IS THE PROCESS CANDIDATES WILL GO THROUGH?	Discuss with the group what they already know about an interview process and what happens. Give them the 9 different stages of recruitment and ask them to place in order for example the first stage is the vacancy and the last is the employee is appointed.	PowerPoint

Time	Activity	Method	Resources
10 mins	<p>DISCUSSION</p> <p>UNCONCIOUS AND CONCIOUS BIAS</p>	<p>Discuss with the group what conscious and unconscious bias is.</p> <p>Watch the video and discuss thoughts afterwards.</p> <p><i>This video introduces the key concepts of unconscious bias. It forms part of the Royal Society's efforts to ensure that all those who serve on Royal Society selection and appointment panels are aware of differences in how candidates may present themselves, how to recognise bias in yourself and others, how to recognise inappropriate advocacy or unreasoned judgement. You can find out more about unconscious bias and download a briefing which includes current academic research at www.royalsociety.org/diversity.</i></p>	<p>PowerPoint</p> <p>YouTube link: https://www.youtube.com/watch?v=dVp9Z5k0dEE</p>
5 mins	<p>DISCUSSION</p> <p>EQUALITY IN RECRUITMENT AND SELECTION DISCUSSION</p>	<p>Discuss with the group about why they think it is important to have a diverse workforce? Examples may include:</p> <ul style="list-style-type: none"> • When you try to build diverse teams, you fight discrimination in the workplace. • You aim to give equal opportunities to all employees – even those (or especially those) in underrepresented groups. • Reflects society more accurately . • People usually relate to those from a similar background. So, when your employees come from various backgrounds, they can understand the needs, interests and pain points of diverse audiences, too. 	<p>PowerPoint</p>
5 mins More time if playing the match-	<p>DISCUSSION</p> <p>WHAT IS A JOB DESCRIPTION? & WHAT IS A PERSON SPECIFICATION?</p>	<p>Explain to the group what these are. Perhaps share some examples so they can gain a better understanding. Discuss with the group what they think about the documents. An additional activity could be to have a selection of job titles and job descriptions / person specifications and see if the group can match them together.</p>	<p>PowerPoint</p> <p>Examples of job titles / person specifications and job descriptions</p>

Time	Activity	Method	Resources
10 mins	ACTIVITY TYPES OF QUESTIONS	<p>Ask the group what are 'open ' and 'closed' questions.</p> <p>OPEN-To obtain more information for example please explain and can you tell us ?</p> <p>CLOSED- To get a precise answer or detail. Often answered with a yes or no.</p> <p>Ask the group to give some examples.</p> <p>Look at the example questions on the PowerPoint and ask the group to decide if they are open or closed.</p>	PowerPoint
5 mins	ACTIVITY INTERVIEW YOUR PARTNER	<p>Ask the group to work together in pairs. Tell them they need to ask each other 5 questions about themselves and report back . Discuss with the group:</p> <ul style="list-style-type: none"> •What kind of questions did you ask? •Were you listening? 	PowerPoint Pen Paper
15 mins	DISCUSSION QUESTIONS TO ASK PARTICIPANTS	<p>Remind the group of the job role you are aiming to fulfil. Discuss with the group what the role entails and what the organisation needs that person to do.</p> <p>Discuss with the group what questions they would like to ask the candidates.</p>	PowerPoint Pen

Time	Activity	Method	Resources
5 mins	DISCUSSION DO'S AND DON'T	Ask the group about what they expect in an interview. Share the list of do's and don'ts. <i>If there is additional time, there are lots of examples on YouTube to demonstrate to the group.</i>	PowerPoint
5 mins	ACTIVITY CONFIDENTIALITY	Discuss with the group if they think it is OK to.....? <ul style="list-style-type: none"> • Tell your carers / teachers / social workers you are interviewing for staff & the post? • Tell your friends what you have been doing? • Talk about what one candidate said or did to another candidate? • Interview someone you know, for example: a family member? A Teacher? A Social Worker? A Youth Worker? • Put on social media that you are sitting on an interview panel or that someone got the job? • Tell people the names of candidates? • Tell people what you thought of the candidates? • Tell other people that you don't agree with who got the job? 	PowerPoint
2.5 mins	RECAP and Q&A	Ask the group to feedback on what they will take away from the session on how they will work to improve their wellbeing.	PowerPoint
2.5 mins	EVALUATION & CLOSE SESSION	Ask the group if they have any feedback or questions. Ask the group to complete the session evaluation forms. And finally, check out with everyone as before	Evaluation Forms Pens