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Guidelines/tutorial for the interviewees

Deliverable Title **Guidelines/tutorial for the Interviewers (Educators)**

Intellectual Output Title **VeLoCiTy Interview process methodology**

Authors (per company, if more than one company provide it together) **UCY**

Status (D: draft; RD: revised draft; F: final) **F**

SCENARIO 1: TUTORIAL FOR EDUCATOR

Type of Interview

Preparation for an interview

Estimated Time to play the full scenario

20 minutes

Purpose of the Scenario and Learning Outcomes for the Learner

- Learn how to properly dress for an interview;
- Learn the importance of arriving on time for an interview;
- Learn the importance of conducting previous research on the interviewer;
- Learn the importance of being truthful in your answers during the interview;
- Learn about the importance of cultural differences in work when moving to another country.

Number of Players

Learner: 1

Educator: 1

Evaluation Criteria

As the educator you will evaluate the learner based on whether:

- He/She shows capacity to arrive on time to an interview;
- He/She properly thinks about correct dressing for an interview;
- He/She conducts previous research on the interviewer.

Pedagogical Approach

This scenario combines discovery learning and learning through discussion and debate. The learner will experience discovery learning when deciding on the clothes that he/she will wear to the interview. At this point, the learner is receiving minimum

assistance. The learner will then be learning through discussion and debate since the scene has been set for the learner to interact with you (the educator) in the scenario. You will provide feedback to the learner on clothing he/she has chosen to wear to the interview and on the time that the clock has been set in order for him/her to be at the interview on time. The learner will decide what advice to follow based on your suggestions. This entails that the learner has a good understanding of the situation he/she is preparing for. Regarding the pedagogical approaches in a 3D world context, the specific scenario allows the learner to explore, allows the learner to interact with a friend (you) in the world and supports collaboration.

Requirements

In order to start running the scenario, the learner will first need to make a request using the scenario's form in the site (<http://velocity-project.eu/virtual-learning-environment>) so as to arrange a virtual meeting with you.

Short Summary

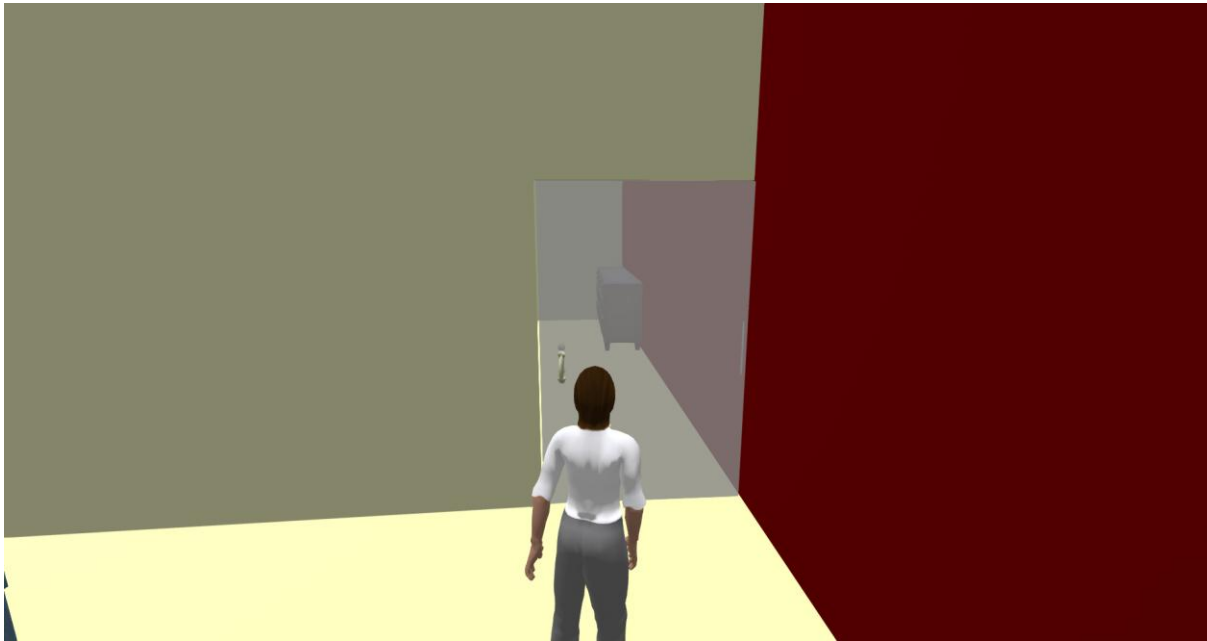
The learner has an interview in the banking sector tomorrow. You are a friend of the learner and work in HR. Your role as the educator is to visit the learner at his/her home and help in his/her preparation: such as selecting appropriate clothing, learning a satisfying amount of information, and deciding on what is appropriate to say. The learner will consult you for feedback.

Step-by-Step Execution of the Scenario

1. Walk through the streets in the island until arriving at a building next to the Flag "**Scenario 1**". This building is the home of the learner (interviewee).
2. Click on the door to open it and then enter the learner's home.
3. You will be informed in your "**Conversations**" to find the evaluator's indicators. Go to the living room and click the notecard that is on the coffee table and take your evaluator's indicators.



4. You will also be provided with a tips notecard. Click “**Keep**” in the dialog box to keep (save) the notecard in your inventory (under inventory → My Inventory → Notecards → **questions_SC1**).
5. Find the bedroom in the house and click on the door to open it and enter the bedroom. You will notice the learner who is preparing for the interview for a position in the banking sector.



6. The learner will be able to discuss and seek advice from you on their preparation choices for the interview: e.g. clothes to wear, time to set the alarm clock, research on the company, CV related questions, and cultural related questions about interviewing for a position in another country.
7. During and at the end of the scenario, you will be able to provide feedback to the learner and answer questions.
8. Depending on how the learner performed in the interview, you can reward the learner with a gold, silver or bronze badge. The badges are accessible only by you. Click on the badge that you want to give to the learner (gold, silver or bronze) and the selective badge will be copied into the learner's inventory without any prompt.
9. When you feel that the learner is prepared tell him/her that "***You have finished preparing for your interview! You can go to sleep and be ready for tomorrow***".

SCENARIO 2: TUTORIAL FOR EDUCATOR

Type of Interview

Face-to-face

Estimated Time to play the full scenario

30 minutes

Purpose of the Scenario and Learning Outcomes for the Learner

- Learn how to prepare for a face-to-face interview;
- Learn how to behave on an interview with formal, work-related questions;
- Learn how to best answer standard questions;
- Learn to discover “trick” questions.

Number of Players

Learner: 1

Educator: 1

Evaluation Criteria

As the educator you will evaluate the learner based on whether:

- He/She answers to your questions adequately and clearly;
- He/She gives adequate examples to prove his/her qualities and skills;
- He/She is authentic - does not hesitate to say that some of the questions are difficult for him/her or hampered him/her;
- He/She does not use any ready-made responses.

Pedagogical Approach

This scenario uses a combination of inquiry-based learning and learning by doing approaches. The learner will be required to memorise and utilise information from instructional material that will be provided to him/her. He/she will need to find a

suitable and available job opening based on his/her personal skills and prepare for an interview based on the related material provided. The learner will then be asked questions during the interview, many of which relate to his/her past experiences and own actions from which lessons have been learnt.

Requirements

In order to start running the scenario, the learner will first need to make a request using the scenario's form in the site (<http://velocity-project.eu/virtual-learning-environment>) so as to arrange a virtual meeting with you.

Short Summary

After the learner arrives at the “**Interview Agency**”, and before doing the interview, he/she will need to select one of the many available Job Openings. You will ask the learner when you meet about the job opening he/she has selected.

The learner will be facing a traditional face-to-face interview with common formal questions that are independent from the job application he/she has selected to apply to. Rather, the questions will be related to his/her studies, past positions, etc. All questions included in this face-to-face interview will be common questions that may appear in many interviews, independently from the job application.

As the educator, you will act as the interviewer. Their main intention will be for the learner to ensure that he/she knows how to behave and how to successfully pass traditional face-to-face interviews.

Step-by-Step Execution of the Scenario

1. Walk through the streets in the island until arriving at a building named “**Interview Agency**” next to the Flag “**Scenario 2**”.
2. Enter the Agency.
3. Go to the interview room 15 minutes earlier than the scheduled interview so as

to read the job offers. The job offers will be available on your desk.

4. By clicking on the book on your desk you will be provided with the job offers and a tips notecard. Click "**Keep**" in the dialog box to keep (save) the notecard in your inventory (under inventory → My Inventory → Notecards → **tips_SC2**). Also click "**Keep**" in the dialog box to keep (save) the job offers into your inventory (they are saved under inventory → My Inventory → Notecards → **Sales Manager/Manager Assistant/IT Technician/Data Analysis Researcher/Aerospace Engineer**).



5. Ask the learner what is the job offering he/she is interested in and select the corresponding offer from your inventory.
6. Briefly present the type of interview and what the company is expecting to find in the position (repeating the points you consider to be most important from the job position selected by the learner).
7. Start the interview.
8. At the end of the interview, you will be able to provide feedback to the learner.
9. Depending on how the learner performed in the interview, you can reward the learner with a gold, silver or bronze badge. The badges are accessible only by

you. Click on the badge that you want to give to the learner (gold, silver or bronze) and the selective badge will be copied into the learner's inventory without any prompt.

SCENARIO 3: TUTORIAL FOR EDUCATOR

Type of Interview

Competence-based interview

Estimated Time to play the full scenario

25 minutes

Purpose of the Scenario and Learning Outcomes for the Learner

- Understand the definition of competence-based interview;
- Understand the main types of questions included in competence-based interviews;
- Learn the best ways to face a competence-based interview;
- Avoid common mistakes related to competence-based interviews.

Number of Players

Learner: 1

Educator: 1

Evaluation Criteria

As the educator you will evaluate the learner based on whether:

- He/She answers to the questions adequately and clearly;
- He/She gives adequate examples to prove his/her qualities and skills;
- He/She is authentic - does not hesitate to say that some of the questions are difficult for him/her or hampered him/her;
- He/She does not use any ready-made responses.

Pedagogical Approach

This scenario uses the learning by doing approach. The knowledge acquired from the

learner while using this approach will result directly from his/her own actions and not from watching others or listening to others. In this case, the learner will gain practical experience when conducting a competence-based interview. It tests the learner on how he/she can extract his/her competences and abilities from personal experience.

Requirements

In order to start running the scenario, the learner will first need to make a request using the scenario's form in the site (<http://velocity-project.eu/virtual-learning-environment>) so as to arrange a virtual meeting with you.

Short Summary

The learner is applying for a position with no previous experience required and will face a competence-based interview. Questions are related to the learner's personal experiences.

Step-by-Step Execution of the Scenario

1. Walk through the streets in the island until arriving at a building next to the Flag "**Scenario 3**". This building is the company premises.
2. Enter the company premises.



3. Enter the “**Interview Office**” through the door.
4. By clicking on the notepad on the desk you will be provided with the questions for the scenario. Click “**Keep**” in the dialog box to keep (save) the notecard in your inventory (under inventory → My Inventory → Notecards → **questions_SC3**). You can make your notes on this notecard from the interview.



5. Briefly present the type of interview and what the company is expecting to find in the position.
6. Start the interview.
7. At the end of the scenario, you will be able to provide feedback to the learner.
8. Depending on how the learner performed in the interview, you can reward the learner with a gold, silver or bronze badge. The badges are accessible only by you. Click on the badge that you want to give to the learner (gold, silver or bronze) and the selective badge will be copied into the learner's inventory without any prompt.

SCENARIO 4: TUTORIAL FOR EDUCATOR

Type of Interview

Panel interview

Estimated Time to play the full scenario

30 minutes

Purpose of the Scenario and Learning Outcomes for the Learner

- Learn the main form of a panel interview;
- Learn how to interact with more than one evaluator;
- Learn to answer to questions that continually change subject.

Number of Players

Learner: 1

Educators: 2

Evaluation Criteria

As the educator you will evaluate the learner based on whether:

- He/She answers to the questions adequately and clearly;
- He/She gives adequate examples to prove his/her qualities and skills;
- He/She is authentic - does not hesitate to say that some of the questions are difficult for him/her or hampered him/her;
- He/She does not use any ready-made responses;
- He/She is able to answer questions when they radically change subject.

Pedagogical Approach

This scenario uses the learning by doing approach. The knowledge acquired while using this approach should result directly from the learner's own actions and not from

watching others or listening to others. In this case, the learner will gain practical experience when conducting a panel interview. It tests how the learner will perform under pressure and how the learner maintains focus when several interviewers are asking him/her questions.

Requirements

In order to start running the scenario, the learner will first need to make a request using the scenario's form in the site (<http://velocity-project.eu/virtual-learning-environment>) so as to arrange a virtual meeting with you.

Short Summary

You and another educator will be interviewing one learner. The learner will be facing a panel interview in which questions will mostly be behavioural or situational. The intention is to ensure that the learner is able to face that interview without being affected by pressure.

Step-by-Step Execution of the Scenario

1. Walk through the streets in the island until arriving at a building next to the Flag "**Scenario 4**". This building is the company premises.
2. Enter the company premises.
3. Go to the receptionist. She will greet and inform you about the scenario through the "**Conversations**" chat box. Click on the "**Conversations**" button in the menu to see the information.



4. Enter the area where the interview will take place.
5. Sit in a free chair (on the side of the table where there are 2 chairs).



6. You will be 2 interviewers working together.
7. By clicking on the notepad on the desk you will be provided with the questions for the scenario. Click “Keep” in the dialog box to keep (save) the notecard in

your inventory (under inventory → My Inventory → Notecards → **questions_SC4**). You can make your notes on this notecard from the interview. You and the other educator will each have a notepad next to the laptops, which have the same questions.

8. Briefly present the type of interview and what the company is expecting to find in the position.
9. Start the interview.
10. At the end of the scenario, you and the other educator will be able to provide feedback to the learner.
11. Depending on how the learner performed in the interview, you can reward the learner with a gold, silver or bronze badge. The badges are accessible only by you. Click on the badge that you want to give to the learner (gold, silver or bronze) and the selective badge will be copied into the learner's inventory without any prompt.

SCENARIO 5: TUTORIAL FOR EDUCATOR

Type of Interview

Face-to-face

Estimated Time to play the full scenario

30 minutes

Purpose of the Scenario and Learning Outcomes for the Learner

- Face some questions considered difficult during an interview: previous job experiences and numerical questions;
- Learn how to behave if he/she is being asking difficult questions;
- Face questions that he/she may not be ready to answer.

Number of Players

Learner: 1

Educator: 1

Evaluation Criteria

As the educator you will evaluate the learner based on whether:

- He/She answers to the questions adequately and clearly;
- He/She is authentic - does not hesitate to say that some of the questions are difficult for him/her or hampered him/her;
- He/She does not use any ready-made responses.

Pedagogical Approach

Similar to scenario 2, this scenario also uses a combination of inquiry-based learning and learning by doing approaches. The learner will be required to memorise and utilise information from instructional material that he/she will be provided with. The

learner will need to find a suitable and available job opening based on his/her personal skills and prepare for an interview based on the material provided. The learner will then be asked questions during the interview, many of which relate to his/her past experiences and own actions from which lessons have been learnt.

Requirements

In order to start running the scenario, the learner will first need to make a request using the scenario's form in the site (<http://velocity-project.eu/virtual-learning-environment>) so as to arrange a virtual meeting with you.

Short Summary

The learner will be arriving at "**Interview Agency phase 2**", and then choose from different job offers the one he/she prefers. The learner will take part on a traditional face-to-face interview with formal but more specific questions. As the educator, you will be doing the interview. There will also be a numerical question that the learner will need to respond to.

Step-by-Step Execution of the Scenario

1. Walk through the streets in the island until arriving at a building named "**Interview Agency Phase 2**" next to the Flag "**Scenario 5**". This building is the agency premises.
2. Enter the agency premises.
3. Go to the receptionist. She will greet and inform you about the scenario through the "**Conversations**" chat box. Click on the "**Conversations**" button in the menu to see the information
4. Enter the area where the interview will take place.



5. Sit in your chair.
6. By clicking on the book on your desk you will be provided with the job offers.
Click "**Keep**" in the dialog box to keep (save) the job offers in your inventory
(under inventory → My Inventory → Notecards → **Sales Manager/Manager Assistant/IT Technician/Data Analysis Researcher/Aerospace Engineer**).



7. By clicking on the note on the desk you will be provided with the questions for

the scenario. Click “**Keep**” in the dialog box to keep (save) the notecard in your inventory (under inventory → My Inventory → Notecards → **questions_SC5**). You can make your notes on this notecard from the interview.

8. Ask the learner what is the job offering he/she is interested in and select the corresponding offer from your inventory.
9. Briefly present the type of interview and what the company is expecting to find in the position (repeating the points you consider to be most important from the job position selected by the learner).
10. Start the interview.
11. At the end of the scenario you will be able to provide feedback to the learner.
12. Depending on how the learner performed in the interview, you can reward the learner with a gold, silver or bronze badge. The badges are accessible only by you. Click on the badge that you want to give to the learner (gold, silver or bronze) and the selective badge will be copied into the learner’s inventory without any prompt.

SCENARIO 6: TUTORIAL FOR EDUCATOR

Type of Interview

Group interview

Estimated Time to play the full scenario

30 minutes

Purpose of the Scenario and Learning Outcomes for the Learner

- Learn how to face a group interview;
- Learn how to face different parts in one interview;
- Learn how to face group activities;
- Learn how to behave when there are other interviewees.

Number of Players

Learners: 2

Educator: 1

Evaluation Criteria

As the educator you will evaluate the learner based on whether:

- He/She answers to the questions adequately and clearly;
- He/She gives adequate examples to prove his/her qualities and skills;
- He/She is authentic - does not hesitate to say that some of the questions are difficult for him/her or hampered him/her;
- He/She does not use any ready-made responses;
- He/She does not completely copy other learner's responses, and shows listening and group-work skills;
- He/she shows previous preparation and knowledge about the job-offering company.

Pedagogical Approach

Since there is a need to design specific scenarios that require limited interaction with NPC (Non-Player Character or Bot) and more learner-to-learner interaction, this scenario allows the learner to interact with other learners in the world. This is facilitated through the Group Activity described in the scenario. This is also a Learning-by-doing example (learn to collaborate and appreciate other people's skills).

Requirements

In order to start running the scenario, the learner will first need to make a request using the scenario's form in the site (<http://velocity-project.eu/virtual-learning-environment>) so as to arrange a virtual meeting with you.

Short Summary

There will be 2 learners participating in this interview, answering questions together and participating in a group work activity. They will be competing for a "Travel Manager" position with no previous experience required.

Step-by-Step Execution of the Scenario

1. Walk through the streets in the island until arriving at a building next to the Flag "**Scenario 6**". This building is the agency premises.
2. Enter the company premises.
3. Go to the receptionist. She will greet and inform you about the scenario through the "**Conversations**" chat box. Click on the "**Conversations**" button in the menu to see the information.



4. Enter the area where the interview will take place.
5. Sit in your chair (on the side of the table where there is only 1 chair).



6. You will be interviewing 2 learners simultaneously. This is a group interview and it is divided in two parts; the first part corresponds to general questions provided to both the interviewees and for the second part you will assign the 2 interviewees to do a group activity.
7. By clicking on the note on your desk you will be provided with the “**Travel**

Manager” job offer. Click “**Keep**” in the dialog box to keep (save) the job offers in your inventory (under inventory → My Inventory → Notecards → **Travel Manager**).

8. By clicking on the note on the desk you will also be provided with the questions for the scenario. Click “**Keep**” in the dialog box to keep (save) the notecard in your inventory (under inventory → My Inventory → Notecards → **questions_SC6**). You can make your notes on this notecard from the interview.
9. Start the interview.
10. At the end of the scenario, you will be able to provide feedback to both the learners.
11. Depending on how the learner performed in the interview, you can reward the learner with a gold, silver or bronze badge. The badges are accessible only by you. Click on the badge that you want to give to the learner (gold, silver or bronze) and the selective badge will be copied into the learner’s inventory without any prompt.

SCENARIO 7: TUTORIAL FOR EDUCATOR

Type of Interview

Behavioural interview

Estimated Time to play the full scenario

30 minutes

Purpose of the Scenario and Learning Outcomes for the Learner

- Understand how a behavioural interview works;
- Understand the importance of paying attention to the company before the interview;
- Understand the importance of studying the company before the interview;
- Understand the importance of fitting with the values of the company.

Number of Players

Learners: 1

Educator: 1

Evaluation Criteria

As the educator you will evaluate the learner based on whether:

- He/She shows understanding of the main points expected at a behavioural interview;
- He/She shows ability to stress the points in common with the company's values during the interview;
- He/She shows criteria of learning about the company before going to an interview.

Pedagogical Approach

This scenario uses the learning by doing approach. The knowledge acquired from the learner while using this approach will result directly from his/her own actions and not from watching others or listening to others. In this case, the learner will gain practical experience when conducting a behavioural-based interview. It tests whether the learner can match his/her values and type of personality with the profile of the company. Through the panel the learner may constantly have two options: 1. to learn about the company values or 2. to read about other interesting things that will be there as a distraction. The learner must not spend too much time on the distractions and instead he/she must read about the company values. In the case where the company values information can be hidden among the other irrelevant info, the learner is subjected to a discovery-like learning process.

Requirements

In order to start running the scenario, the learner will first need to make a request using the scenario's form in the site (<http://velocity-project.eu/virtual-learning-environment>) so as to arrange a virtual meeting with you.

Short Summary

The learner will be facing a behavioural interview with questions not so much about the job itself, but about his/her personality, to find out if the learner properly fits with the values of the company. The position requires no previous experience.

Step-by-Step Execution of the Scenario

1. Walk through the streets in the island until arriving at a building next to the Flag "**Scenario 7**". This building is the company premises.
2. Enter the company premises.
3. As you enter the building you will notice a red column (in the left part of the door). When you approach this column, you will receive information through the "**Conversations**" chat box. Click on the "**Conversations**" button in the menu to see the information.



4. Walk upstairs and enter the area where the interview will take place.
5. Sit in your chair.



6. By clicking on the note on your desk you will be provided with the “*poster_SC7*” notecard. Click “**Keep**” in the dialog box to keep (save) the job offers in your inventory (under inventory → My Inventory → Notecards → *poster_SC7*).

7. By clicking on the note on the desk you will also be provided with the questions for the scenario. Click “**Keep**” in the dialog box to keep (save) the notecard in your inventory (under inventory → My Inventory → Notecards → **questions_SC7**). You can make your notes on this notecard from the interview.
8. Start the interview.
9. At the end of the scenario, you will be able to provide feedback to the learner.
10. Depending on how the learner performed in the interview, you can reward the learner with a gold, silver or bronze badge. The badges are accessible only by you. Click on the badge that you want to give to the learner (gold, silver or bronze) and the selective badge will be copied into the learner’s inventory without any prompt.