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VeLoCiTy

Deliverable Title **Guidelines/tutorial for the Interviewees (Learners)**

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 LEARNER

Type of Interview

Preparation for an interview

Estimated Time to play the full scenario

20 minutes

Purpose of the Scenario and Learning Outcomes

- 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

The educator will evaluate you based on whether:

- You show capacity to arrive on time to an interview;
- You properly think about correct dressing for an interview;
- You conduct previous research on the interviewer.

Pedagogical Approach

This scenario combines discovery learning and learning through discussion and debate. You experience discovery learning when deciding on the clothes that you will wear to the interview. At this point, you will be receiving minimum assistance from others. You will then be learning through discussion and debate since the scene has

been set for you to interact with a friend (educator) in this scenario. You will share and receive feedback on clothing to wear to the interview and on the time that the clock should be set in order to be at the interview on time. You will decide what advice to follow based on your friend's suggestions. This entails that you have a good understanding of the situation you are preparing for. Regarding the pedagogical approaches in a 3D world context, the specific scenario allows you to explore, allows you to interact with a friend (educator) in the world and supports collaboration inside a group.

Requirements

In order to start running the scenario, you have first 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 the educator.

Short Summary

You are having an interview in banking sector tomorrow. Your friend who works in HR has the role of the educator and has come to help in your preparation: select appropriate clothing, learn satisfying amount of information, and decide on what's appropriate to say. You will consult the educator and receive 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 your home.
2. Click on the door to open it and then enter your home.



3. You will be informed in your “**Conversations**” to find the learner’s tips. Find the library in the room and click on it to receive the learner’s tips.
4. Click “**Keep**” in the dialog box to keep (save) the notecard (learners tips) in your inventory (under inventory → My Inventory → Notecards → **tips_SC1**).
5. Find the bedroom in the house, click on the door to open it and enter the bedroom. You will be informed in your “**Conversations**” about the aim of the scenario. You will notice the following objects in the room: wardrobe, bed, bedside table with alarm clock, and a desk with a PC on it. You will have 15 minutes before you receive a visit from your friend (educator).



6. Start preparing for tomorrow's interview, which is for a position in the banking sector. When the educator, who is an expert in Human Resources, arrives, you can discuss the different choices you make for your preparation and ask him/her for any advice you may need.
7. Set your alarm clock. Keep in mind that your interview begins at 12:00 p.m., and that it will probably take you more than half an hour to arrive at the interview place.
8. Choose your clothing so that it is ready when you wake up. Check the available outfits in your inventory (under inventory → My Inventory → Clothing).

When you finish go to the mirror and click on it.
9. Click on your computer. Discuss with your friend what type of information you need to better prepare for the interview and what information an organisation values.
10. Other topics that you can discuss with your friend include: CV related questions; cultural related questions about interviewing for a position in another country.
11. During and at the end of the scenario, you will receive feedback on your

choices and answers to your questions from the educator.

12. Depending on how you performed in the interview, the educator can reward with you with a gold, silver or bronze badge. The badges are accessible only by the educator. Even if you click on any of them, you will receive the following message in your "**Conversations**": "***only the educator can offer you the badge***". The educator will click on the appropriate badge and it will then be copied into your inventory without any prompt.
13. The scenario is finished when the educator says that "***You have finished preparing for your interview! You can go to sleep and be ready for tomorrow***".

SCENARIO 2: TUTORIAL FOR LEARNER

Type of Interview

Face-to-face

Estimated Time to play the full scenario

30 minutes

Purpose of the Scenario and Learning Outcomes

- 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

The educator will evaluate you based on whether:

- You answer to his/her questions adequately and clearly;
- You give adequate examples to prove your qualities and skills
- You are authentic - do not hesitate to say that some of the questions are difficult for you / hampered you;
- You do not use ready-made responses.

Pedagogical Approach

This scenario uses a combination of inquiry-based learning and learning by doing approaches. You are required to memorise and utilise information from instructional material that will be provided. In this case you will need to find a suitable and available job opening based on your personal skills and prepare for an interview

based on the material provided. You will then be asked questions during the interview, many of which relate to your past experiences and own actions from which lessons have been learnt.

Requirements

In order to start running the scenario, you have first 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 the educator.

Short Summary

After arriving at the "**Interview Agency**", before doing the interview you will need to select one of the many available Job Openings. The educator that will be doing the interview will ask you when you meet about the job opening you have selected.

You are going to be facing a traditional face-to-face interview with common formal questions that are independent from the job application you have selected to apply to. Rather, the questions will be related to your 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.

The educator will act as the interviewer. Their main intention will be to ensure that you know 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 receptionist. She will greet you and inform you about the scenario through the "**Conversations**" chat box. Click on the "**Conversations**" button

in the menu to see the information.



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 → **tips_SC2**).
5. At the right-hand corner of the room there is a board with many Job Openings available for you to select one before doing the interview. By clicking on one, the respective notecard will open for you to read. You may save the notecard by clicking "**Keep**" in the dialog box (again it is saved under inventory → My Inventory → Notecards → **Sales Manager/Manager Assistant/IT Technician/Data Analysis Researcher/Aerospace Engineer**). Please select the notecard of the job opening you are interested in the most. The interview in this scenario, as well as scenario 5 "**Face-to-Face interview 2**" will be based upon the job opening you have selected. You will have about 10 minutes to read the job openings and select the one you prefer for the interview.



6. After selecting the job opening, enter into the office of the interview through the door next to the receptionist's desk. The educator will be waiting in the office playing the role of the interviewer.
7. Sit in the chair. The interview is about to start.
8. The educator will briefly present the type of interview and what the company is expecting to find in the position (repeating the points the educator considers most important from the job position selected by you), and the interview will begin.
9. The educator will ask the questions that correspond to the interview that you will be performing in the scenario. Each question includes an explanation and tips about what evaluators/educators may look for in the answers.
10. After the end of the interview, you will receive feedback on your answers to the questions from the educator.
11. Depending on how you performed in the interview, the educator can reward with you with a gold, silver or bronze badge. The badges are accessible only by the educator. Even if you click on any of them, you will receive the following message in your "**Conversations**": "**only the educator can offer you the badge**". The educator will click on the appropriate badge and it will

then be copied into your inventory without any prompt.

SCENARIO 3: TUTORIAL FOR LEARNER

Type of Interview

Competence-based interview

Estimated Time to play the full scenario

25 minutes

Purpose of the Scenario and Learning Outcomes

- 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

The educator will evaluate you based on whether:

- You answer to the questions adequately and clearly;
- You give adequate examples to prove your qualities and skills;
- You are authentic - do not hesitate to say that some of the questions are difficult for you / hampered you;
- You do not use ready responses.

Pedagogical Approach

This scenario uses the learning by doing approach. The knowledge acquired from you while using this approach will result directly from your own actions and not from watching others or listening to others. In this case, you will gain practical experience

when conducting a competence-based interview. It tests how you can extract your competences and abilities from personal experience.

Requirements

In order to start running the scenario, you have first 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 the educator.

Short Summary

You are applying for a position with no previous experience required and face a competence-based interview. Questions are related to your 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. 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. 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 → **tips_SC3**).
5. Enter the “**Interview Office**” through the door. The educator, who will be playing the role of the interviewer, will either be waiting for you in the office already or will arrive shortly.



6. Sit in the chair. The interview is about to start.
7. The educator will briefly present the type of interview and what the company is expecting to find in the position and the interview will begin.
8. The educator will ask the questions that correspond to the interview that you will be performing in the scenario. Each question includes an explanation and tips about what evaluators/educators may look for in your answers. Questions in this scenario will be focused on measuring your ability to perform under pressure, to work in a team and to make decisions.
9. After the end of the interview, you will receive feedback on your answers to the questions from the educator.

10. Depending on how you performed in the interview, the educator can reward with you with a gold, silver or bronze badge. The badges are accessible only by the educator. Even if you click on any of them, you will receive the following message in your “**Conversations**”: “***only the educator can offer you the badge***”. The educator will click on the appropriate badge and it will then be copied into your inventory without any prompt.

SCENARIO 4: TUTORIAL FOR LEARNER

Type of Interview

Panel interview

Estimated Time to play the full scenario

30 minutes

Purpose of the Scenario and Learning Outcomes

- 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:

- You answer the questions adequately and clearly;
- You give adequate examples to prove your qualities and skills;
- You are authentic - do not hesitate to say that some of the questions are difficult for you/ hampered you;
- You do not use ready responses;
- You are 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 your own actions and not from watching others or listening to others. In this case, you will gain practical experience when conducting a panel interview. It tests how you will perform under pressure and

how you maintain focus when several interviewers are asking you questions.

Requirements

In order to start running the scenario, you have first 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 the educator.

Short Summary

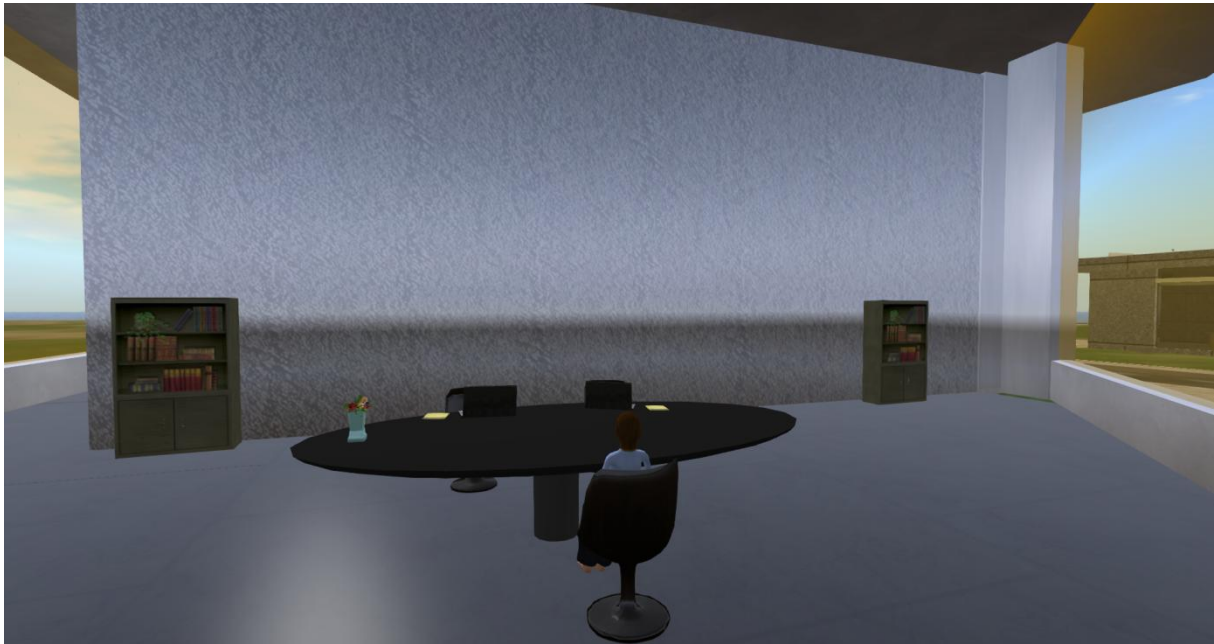
Two educators will be interviewing one learner (You). You are going to be facing a panel interview in which questions will mostly be behavioural or situational. The intention is to ensure that you are able to face that interview without being affected by pressure.

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. 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 → **tips_SC4**).
5. Enter the interview area through the passage. The educators, who will be playing the role of the interviewers, will either be waiting for you in the office already or will arrive shortly.
6. Sit in the chair (on the side of the table where there is 1 chair). The interview is about to start.



7. The educators will briefly present the type of interview and the interview will begin.
8. The educators will ask the questions that correspond to the interview that you will be performing in the scenario. Each question includes an explanation and tips about what evaluators/educators may look for in the answers. Questions in this scenario will be focused on measuring your ability to handle stress, leadership qualities and positive attitude.
9. After the end of the interview, you will receive feedback on your answers to the questions by the educators.
10. Depending on how you performed in the interview, the educator can reward with you with a gold, silver or bronze badge. The badges are accessible only by the educator. Even if you click on any of them, you will receive the following message in your "**Conversations**": "**only the educator can offer you the badge**". The educator will click on the appropriate badge and it will then be copied into your inventory without any prompt.

SCENARIO 5: TUTORIAL FOR LEARNER

Type of Interview

Face-to-face

Estimated Time to play the full scenario

30 minutes

Purpose of the Scenario and Learning Outcomes

- Face some questions considered difficult during an interview: previous job experiences and numerical questions;
- Learn how to behave if you are asking difficult questions;
- Face questions the learner 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:

- You answer to the questions adequately and clearly;
- You are authentic - do not hesitate to say that some of the questions are difficult for you / hampered you;
- You do not use ready responses.

Pedagogical Approach

Similar to scenario 2, this scenario also uses a combination of inquiry-based learning and learning by doing approaches. You are required to memorise and utilise information from instructional material that will be provided. You will need to find a suitable and available job opening based on your personal skills and prepare for an interview based on the material provided. You will then be asked questions during

the interview, many of which relate to your past experiences and own actions from which lessons have been learnt.

Requirements

In order to start running the scenario, you have first 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 the educator.

Short Summary

You will be arriving at "**Interview Agency phase 2**", and choosing from different job offers the one you prefer. You will take part on a traditional face-to-face interview with formal but more specific questions. An educator will be doing the interview. There will also be a numerical question that you will need to answer.

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. 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 → **learner_tips_SC5**).
5. At the right-hand corner of the room there is a board with many Job Openings available for you to select one before doing the interview. By clicking on one, the respective notecard will open for you to read. You may save the notecard by clicking “keep” in the dialog box (again it is saved under inventory → My Inventory → Notecards → **Sales Manager/Manager Assistant/IT Technician/Data Analysis Researcher/Aerospace Engineer**). Please select the notecard of the job opening you are interested in the most. The interview in this scenario, as well as scenario 2 “**Face-to-Face interview**” will be based upon the job opening you have selected. You will have about 20 minutes to read the job openings and select the one you prefer for the interview.



6. After selecting the job opening, enter into the office of the interview through the door next to the receptionist's desk. The educator will be waiting in the office playing the role of the interviewer.
7. Sit in the chair. The interview is about to start.
8. The educator will briefly present the type of interview and what the company is expecting to find in the position (repeating the points the educator considers most important from the job position selected by you), and the interview will begin.
9. The educator will ask the questions that correspond to the interview that you will be performing in the scenario. Each question includes an explanation and tips about what evaluators/educators may look for in the answers.
10. After the end of the interview, you will receive feedback on your answers to the questions from the educator.
11. Depending on how you performed in the interview, the educator can reward with you with a gold, silver or bronze badge. The badges are accessible only by the educator. Even if you click on any of them, you will receive the following message in your "**Conversations**": "**only the educator can offer you the badge**". The educator will click on the appropriate badge and it will

then be copied into your inventory without any prompt.

SCENARIO 6: TUTORIAL FOR LEARNER

Type of Interview

Group interview

Estimated Time to play the full scenario

30 minutes

Purpose of the Scenario and Learning Outcomes

- 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

The educator will evaluate you based on whether:

- You answer to the questions adequately and clearly;
- You give adequate examples to prove your qualities and skills;
- You are authentic - do not hesitate to say that some of the questions are difficult for you / hampered you;
- You do not use ready responses;
- You do not completely copy the other learner's responses and show listening and group-work skills;
- You show 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 you 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, you have first 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 the educator.

Short Summary

You and another learner will be participating in this interview, answering questions together and participating in a group work activity. You will be competing for a "Travel Manager" position with no previous experience required.

Step-by-Step Execution of the Scenario

1. Walk through until arriving at a stand "First step for Scenario 6". Alternatively you can be teleported to the stand by clicking the Scenario 6 in the Teleporting panel in the welcome area.
2. Go to the agent who is standing at the kiosk outside. He will greet and inform you about a job offer through the "**Conversations**" chat box. Click on the "**Conversations**" button in the menu to see the information.
3. Click on the "**Travel Manager**" job offer. Click "**Keep**" in the dialog box to keep (save) the notecard in your inventory (under inventory → My Inventory → Notecards → **Travel Manager**).

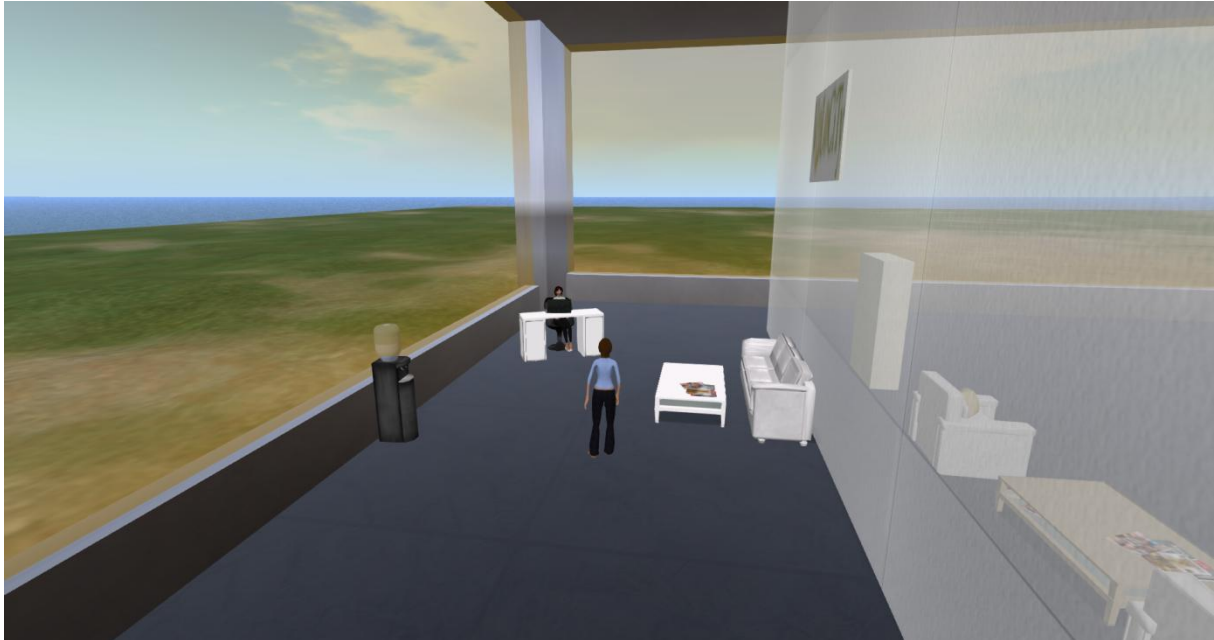


4. Go to the cafeteria to read and study the offer.



5. Walk through the streets in the island until arriving at a building next to the Flag "**Scenario 6**". This building is the agency premises.

6. Enter the agency premises.
7. 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.



8. 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 → **learner_tips_SC6**).
9. Enter the area where the interview will take place.
10. Sit in your chair (on the side of the table where there are 2 chairs).
11. You will be 2 learners being interviewed simultaneously. The group interview is divided into two parts; the first part corresponds to general questions and for the second part you will be assigned by the interviewer a group activity that you will need to complete together with the other learner.



12. The educator will begin the interview.
13. The educator will ask the questions that correspond to the interview that you will be performing in the scenario. Each question includes an explanation and tips about what evaluators/educators may look for in the answers.
14. After the end of the interview, you and the other learner will both receive feedback on your answers to the questions from the educator.
15. Depending on how you performed in the interview, the educator can reward with you with a gold, silver or bronze badge. The badges are accessible only by the educator. Even if you click on any of them, you will receive the following message in your "**Conversations**": "**only the educator can offer you the badge**". The educator will click on the appropriate badge and it will then be copied into your inventory without any prompt.

SCENARIO 7: TUTORIAL FOR LEARNER

Type of Interview

Behavioural interview

Estimated Time to play the full scenario

30 minutes

Purpose of the Scenario and Learning Outcomes

- 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

The educator will evaluate you based on whether:

- You show understanding of the main points expected at a behavioural interview;
- You show the ability to stress the points that are in common with the company's values during the interview;
- You show criteria of learning about the company before going to an interview.

Pedagogical Approach

This scenario uses the learning by doing approach. The knowledge you will acquire while using this approach will result directly from your own actions and not from watching or listening to others. In this case, you will gain practical experience when

conducting a behavioural-based interview. It tests whether you can match your values and type of personality with the profile of the company. Through the panel you 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. You must not spend too much time on the distractions and instead read about the company values. In the case where the company values information can be hidden among the other irrelevant info, you are subjected to a discovery-like learning process.

Requirements

In order to start running the scenario, you have first 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 the educator.

Short Summary

You will be facing a behavioural interview with questions not so much about the job itself, but about your personality, to find out if you properly fit 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. Go to the poster that is next to the stairs and read the required information. You will have 2 minutes to read the information on the poster. Click the

“**Camera Controls**” button in the menu to adjust your viewing position accordingly so that you can read all the information on the poster. Once you click the “**Camera Controls**” button, the camera controls will popup on the screen with the following camera options: orbit camera around focus; move camera up, down left and right; object view; mouselook view; front, side and rear view.



5. Go to the secretary. She will greet and inform you about the interview through the “**Conversations**” chat box. Click on the “**Conversations**” button in the menu to see the information.
6. 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 → **learner_tips_SC7**).
7. Walk upstairs and enter the area where the interview will take place.
8. Sit in your chair.
9. The educator will begin the interview.
10. The educator will ask the questions that correspond to the interview that you will be performing in the scenario. Each question includes an explanation and

tips about what evaluators/educators may look for in the answers.

11. After the end of the interview, you will receive feedback on your answers to the questions from the educator.
12. Depending on how you performed in the interview, the educator can reward with you with a gold, silver or bronze badge. The badges are accessible only by the educator. Even if you click on any of them, you will receive the following message in your “**Conversations**”: “**only the educator can offer you the badge**”. The educator will click on the appropriate badge and it will then be copied into your inventory without any prompt.