

**INSTRUCTION FOR MENTOR****EMPLOYABILITY**

<b>4. Theme</b>	Successful job interview
<b>Exercise</b>	“I present myself through this postcard”

**Adapted by** *Speha Fresia, Italy*

**Based on:** *direct and indirect experiences linked to the narrative and biographical approach in guidance and training, implemented by Speha Fresia in the last years through Transcultural Biographical Learning Practices [Realize. Transcultural Biography Work. Manual, November 2012] downloadable at the following site:*

[http://www.realizeproject.eu/index.php?id=10&no\\_cache=1&tx\\_drblob\\_pi1\[downloadUid\]=50](http://www.realizeproject.eu/index.php?id=10&no_cache=1&tx_drblob_pi1[downloadUid]=50)

**Learning outcome**

Improved mentees ability to present themselves properly during a job interview  
Acquired awareness about verbal and body communication  
Improved self-reflection practices

**Exercise - “I present myself through this postcard”**

Body language (if camera available)  
Preparation for job interview  
Common mistakes during the interview  
Positive motivation for an interview

**Aim**

To increase awareness on the key factors for a successful job interview  
To improve communication skills: verbal and body language  
To exercise self-reflection practices

**Expected duration**

In mentoring pair session (one-to-one), it takes around 10 minutes to think about one own presentation and 10/15 minutes for the presentation.  
The individual meeting can last globally 60/90 minutes, using the left time to discuss about the video recording of the simulation, and to point out the key positive and negative factors.  
Within mentoring group session, the time is always 10 minutes for each participant to mentally prepare their presentation, and 10 minutes to present themselves to the group.  
After a break, it can start the vision of all recorded presentations, asking for a common evaluation of each participant. The in-group session can last between 4 and 6 hours.

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**Description**

This exercise can be used both in individual and in-group mentoring sessions to support learners and adults in preparing a job interview or just to improve their communication skills.

**Steps for performing the exercise:**

Mentor introduces the theme and the aim of the exercise to the mentees.

1. The **first task** for mentee(s) is to choose an image or any object for the self-presentation and to prepare it mentally.
2. In a **second step** mentee will start his/her presentation (video recording is recommended) and mentor should collect his/her feedback about mentee's performance.

After these first two tasks **mentor can ask some simple questions**, like:

- “How do you feel after your presentation? Did you like it? Are you satisfied with it?” just to lowdown the tension and the emotion of the recorded self-presentation and to make a little break before looking together the video.
- Comments and findings are collected in the personal portfolio and mentor could assign specific tasks to overcome any difficulties met during the simulation of the interview.

Mentor can use different supports for the self-presentation: postcards of the town where they live (or any other collection of images), they can ask to participants to bring a personal photo, but also any other personal objects (games, clothes, domestic objects etc.) could be used.

Audio and video recording is very important in order to discover together how was the presentation, to raise awareness on the main usual mistakes and to valorise the good personal communication strategies. A disclaimer will be necessary for using audio-video recording.