

## **Tutor's Guide**

### **Activity 11. Interview Preparation Exercise**

#### **Aims**

This exercise is designed to help students to realise the type of information they should be finding (ideally) before making applications and (definitely) when preparing for interviews. In addition, this activity helps them to think about which companies interest them as prospective employers.

#### **Activity**

Students are asked to research two different companies both of which are considered to be 'active in graduate recruitment'. One should be a science-based company. The students should prepare a poster presentation on these companies. Alternatively, a short oral presentation or a written report on their findings could be given to the rest of the group. Some hints on producing a poster have been included in the student sheets. The activity could be completed individually or in pairs.

The key points that could be included in the reports are:

- What does the company do?
- Does this company produce any products? If so, what are the brand names?
- Why did you choose this company? What was it that attracted you?
- Is the company national/international?
- When was the company established?
- Where are the main/head offices based?
- Is the company owned by share holders?
- Are there any statements about their ethical or environmental policies?

The students are free to choose which companies they would like to research. However, for those students who are struggling to find a company, a few suggestions are made below.

- AstraZeneca
- GlaxoSmithKline
- Pfizer
- Unilever
- Quintek
- British Telecom
- British Aerospace
- ABN-AMRO
- Deloitte & Touche
- Bupa
- Accenture

### **Assessment**

The quality of the written report, the short presentation or poster may be assessed. Peer assessment of the posters works well and a pro-forma for the assessment is included.

## Peer Assessment of Posters

Poster Group / Topic	Your Name	Mark out of 10

You should view each of the posters and assign a mark based on visual appeal and content. You may find it useful to consider the following:

### Visual Appeal

Professional / Adequate / Poor

### Use of graphics, pictures, tables and illustrations

Professional / Adequate / Poor

### Content

Professional / Adequate / Poor

### Organisation of material

Professional / Adequate / Poor

### Comments

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