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How to Use the *Job Interview Training* for Coaches

You counsel and coach clients on how to best present themselves in a job interview and you use role play to train your clients in answering job interview questions. The *Job Interview Training* enables you to outsource parts of the role play to the computer. This not only saves time for you, it offers your clients a new and effective way of training the most commonly asked interview questions.

The *Job Interview Training* enables your clients to prepare and train for a job interview in a virtual environment in a completely autonomous way. When using the *Job Interview Training*, your clients sit in front of a computer, face to face with a virtual recruiter. It also provides you as the coach with video footage of the client in a job interview situation which you can use for consulting the client.

How does it work?

Your client can choose among different job interview questions for training. The virtual recruiter asks the chosen question to which the client responds directly. The client is filmed by the webcam of the computer while providing the answer to the interview question. The videos of the answers are then available on the desktop of the computer in a folder with the name of the client. You can use the videos to coach your client in a subsequent meeting.

Your clients can train to respond to the interview questions as many times as they wish and they can also simulate a short job interview in which several questions follow each other.

How to use the *Job Interview Training*?

We recommend 45 minute virtual reality training sessions. It is important to provide a calm environment so that your client is not disturbed and can try out new behaviors. When you schedule a session with your client, we recommend planning for 15 minutes prior to the training session to fix the training objectives and to explain the functioning of the software and to respond to the client's potential questions.

Ideally, a training session starts with a short description of the training objectives to achieve.

- If your client uses the software for the first time, we recommend that he/she responds to each interview question once and does the short interview to then quit the simulation and watch the videos. After having watched the videos, he/she can choose to repeat the interview questions on which he/she thinks to be able to improve. The client can switch between answering a question and watching the corresponding video. At the end of the training session, ask your

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client to choose two videos: one that is particularly good and the short interview. You can use these videos as the working basis for your next consultation with the client.

- If a client has already trained with the software, we recommend fixing precise and reachable objectives. For instance, an objective can be to train presenting one's career and last job in a structured and persuasive way. We recommend to then fixing the training strategy to achieve the objective. For instance, repeat 5 times the first question while trying new answers each time. At the end of the training session, ask your client to choose two videos: The best and the worst of this session or for each question. You can use these videos as the working basis for your next consultation with the client.

Once the objectives and training strategies established, install your client in front of the computer on which the software is installed and choose the type of recruiter. We recommend starting with a recruiter using a friendly communication style to then progressively increase the difficulty as a function of the client's progress.

Take the time to explain how the software works. Show your client how to choose a question, how to stop the recording, how to choose a new question, and how to watch the videotaped answers. Check whether the sound, the microphone, and the webcam function correctly.

Before leaving your client alone for the training, make sure that he/she knows what to do at the end of the training session or establish a means of communication.

What to do with the videos of your clients?

As mentioned before, an interesting approach to use the videos is to ask your client to choose two videos after each session. You can delete the videos that you do not want to use for the consulting.

You can then use the videos as the basis for advising your clients by pointing out which answers were appropriate and which were not, which nonverbal behavior to adopt, as well as any other comments you find useful to enable your client to improve.

If you want to make available the videos to your client, you can use an online service to transfer the files, WeTransfer: <https://wetransfer.com/>

How many sessions are needed per client?

The answer is "it depends". It is up to you to judge whether your client can profit from one or several additional sessions to work on a particular behavior that you have identified during your consultations.

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We recommend inviting your clients to repeat the elements that you have identified as problematic based on the video recordings made during the training sessions with the software. Training these behaviors with the software enables to memorize and familiarize your client with the new answers and the new behavior and to therefore make the best use of the possibilities offered by the software.

The philosophy behind the development of the *Job Interview Training*

Job applicants would like to know beforehand all the questions that will be asked during a job interview. This is not possible because the questions differ from one interview to the next. Nevertheless, it is possible to optimally prepare for a job interview by preparing and training the elements that are asked for in almost any job interview. These concern questions about the CV, the motivation for the position, the personality of the applicant, his strong and weak points, as well as professional challenges and successes and projections into the future. The best way to prepare is to prepare and train giving answers to interview questions concerning these recurrent topics. If the applicant masters these elements, he can use them flexibly in the answers to the interview questions even if those questions differ slightly every time. The *Job Interview Training* has been developed for this.

To go further

You find a non-exhaustive list of resources and advice that you can share with your clients.

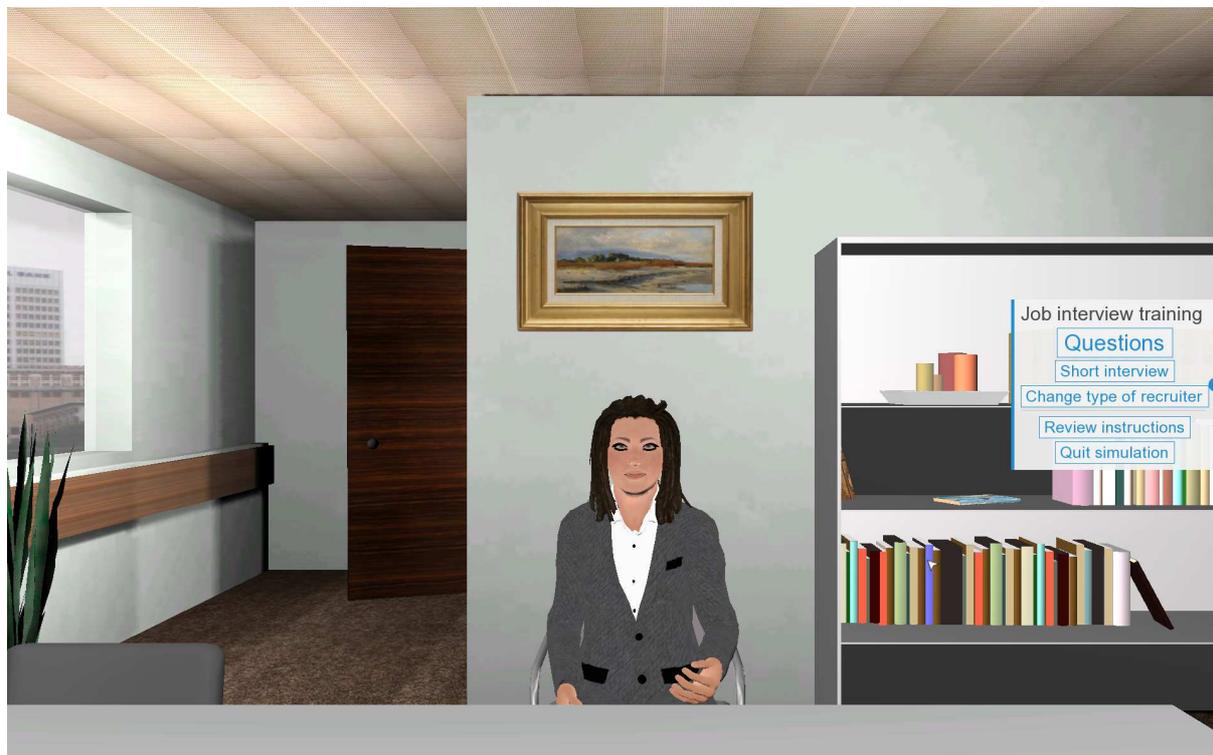
Body language:

- Eye contact with the recruiter is very important. This does not mean to keep staring at the recruiter but to maintain eye contact over longer periods.
- Smiling is beneficial especially at the beginning and the end of the job interview, typically when social talk occurs (i.e., greeting and farewell).
- Do not slouch in the chair, maintain an upright body posture, and use your hands for gesturing.
- When the recruiter talks, listen attentively, make eye contact, nod from time to time to indicate that you understand.
- Speak in a calm voice, speak fluently and use pauses for effect.
- Read the recruiter's nonverbal signs to understand whether you should go on or come to an end with your answer.
- Answer in a concise way and mention the important points but do not talk endlessly.

Content of answers:

- Invite your clients to prepare answers to the most common questions asked in a job interview. Put an emphasis on the questions that seem difficult for your client. Questions concerning weaknesses or challenges are sometimes difficult to answer. Also summarizing in a clear and concise way one's prior job or jobs is often difficult and needs preparation and training.
- Certain interview questions are used to judge specific competences (see list below). To answer these questions, invite your clients to use a concrete example of an actual situation at work that illustrates these competencies. It is important to talk about the *behavior*, what was it that they did! One example of a question could be: "For this position, it is important that you are resistant to stress. Can you tell me about a stressful work situation and how you mastered your stress in this situation?" A good answer to this question is an answer that shows a good resistance to stress. Invite your clients to think about a concrete positive example of their professional life and to present it in a convincing manner.
 - List of competencies often judged during a job interview:
 - Teamwork
 - Independence/autonomy/initiative
 - Leadership
 - Clear communication
 - Motivation/engagement
 - Stress resistance
 - Conflict resolution
 - Creativity/innovation
- Talk about authenticity. Make your clients aware of the importance of sticking to situations that they have experienced and not to invent situations.
- Invite your clients to inform themselves about the company (if they are training for a specific job offer), its values and the work atmosphere (e.g., consulting the internet). Invite them to include these elements in their answers during their training with the application.

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