

## Academic Relations

# Organizing a Group Speed Interviews Event

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Presented here are examples of practitioner and student instructions for conducting group speed interviews. This is an excellent event for a chapter/institute to host to assist student members in preparing for employment.

## Here's How to Do It

### GROUP SPEED INTERVIEWS – PRACTITIONER INSTRUCTIONS

Set up enough tables to accommodate approximately seven or eight students and two or three practitioners (not from the same organization) per table. Pre-assign the students and practitioners to tables to achieve a good mix.

1. Students have been assigned to sit at a table where they will remain for the entire session.
2. Each table will be limited to 15 minutes of questions and answers and discussion: the first eight minutes are for assigned questions and any remaining time may be used for additional questions.
3. At the “Go” signal, practitioners assigned to each table will introduce themselves.
4. One practitioner will ask an assigned question of each student at the table. All students at the table must answer the same question.
5. Students have been instructed to answer the question, preceded with the following information:
  - a. Name
  - b. School
  - c. Year of graduation (undergrad or post grad)
6. Students have only 60 seconds to respond and will be stopped by the practitioner at the table at the end of 60 seconds, finished or not. Depending on the table, this exercise will take about eight minutes per round.
7. Following the initial question, practitioners may ask students an additional question or two. They can also ask the students if they have any questions, time permitting.



8. Practitioners will provide a general critique of each student's participation such as:
  - a. Good diction – it is important for interviewers and audit clients to be able to understand you.
  - b. Being clear and concise is an important skill for internal auditors.

*In this way, no one in particular is singled out, rather key strengths of individuals are called out as something to emulate and weaknesses are identified in general to work on and perfect.*

9. At the “Stop” signal, practitioners will move to their next assigned table. They will ask the same question to the new group of students and, time permitting, an additional question or two to give students the opportunity to answer an array of questions.
10. Steps 2 through 8 will be repeated until session has ended.

### **GROUP SPEED INTERVIEWS – PRACTITIONER QUESTIONS**

Introduce yourself by stating your name, organization, length of time there, and your current position.

1. What influenced you to take your first course in internal auditing?
2. What are some of the ideal characteristics you are looking for in your first job and why?
3. What do you like to do in your free time?
4. How did you select the university you are attending?
5. How do you position yourself to stand out from other students applying for the same job?
6. What impact do you hope to make over the course of your career?
7. What made you consider internal auditing as your choice to start your career?
8. What has been your most memorable university experience?
9. What was your most memorable experience being part of a team?
10. Please describe how someone has made an impact on your life and why.
11. How do you want to improve yourself in the next year?



### **GROUP SPEED INTERVIEWS – STUDENT INSTRUCTIONS**

Sit at the table number that corresponds to your team number. Practitioners from different organizations are pre-assigned to be seated at each table.

1. In your registration packet, you will note that you have been assigned a number. It is your team/table number.

2. During the session, students must be seated at their assigned tables. Do not trade numbers with others.
3. At the “Go” signal, practitioners assigned to each table will introduce themselves. There may be more than one practitioner at your table.
4. A practitioner will ask a question, followed by each student answering in turn. **IMPORTANT:** Include the following in your answer:
  - a. Name
  - b. School
  - c. Year of graduation (undergrad or post grad)
  - d. The answer to the question
5. Each student has 60 seconds to respond and will be stopped at the end of 60 seconds – finished or not.
6. Following this exercise, practitioners will ask students if they have any questions for them, time permitting.
7. Practitioners may ask the students an additional question or two, time permitting.
8. Practitioners will provide a general critique of the students’ participation in the group interview such as:
  - a. Good diction – It is important for interviewers and audit clients to be able to understand you.
  - b. Being clear and concise is an important skill for internal auditors.
9. At the “Stop” signal, practitioners will switch tables. Each table will be limited to 15 minutes of questions and answers and discussion.
10. Steps 2 through 8 will be repeated until the session has ended.

