

ACHIEVING **SUCCESS** TOGETHER

NAME: _____

THE STUDENTS' GUIDE TO INTERVIEWS

PREPARATION FOR YEAR 11 MOCK INTERVIEW

A USEFUL GUIDE

BE SMART
LOOK SMART
LEARN SMART



PLANNING AHEAD FOR MY MOCK INTERVIEW

Date of my interview _____

Name of my interviewer _____

Time of interview _____

Location _____

I will need to tell _____ before my

lesson and make sure that I know where I should be after my interview.

ESSENTIAL PREPARATION

- I must arrive 5 minutes early and wait outside
- I must make sure that I have the following things, my pink page and my C.V.
- I can wear a suit from home or my school uniform
- I must not forget

THIS IS A BRILLIANT OPPORTUNITY TO PRACTISE AND GET HELP FROM THE PROFESSIONALS.

GO FOR IT!

DRAFT MOCK INTERVIEW APPLICATION FORM
KEEP THIS PAGE FOR YOUR RECORDS.
ANSWER ALL QUESTIONS IN BLUE OR BLACK INK.

PERSONAL DETAILS

Surname

First name (s)

Date of Birth

GENERAL EDUCATION

School attended at present

Courses you are studying and level e.g. GCSE / BTEC
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EXISTING QUALIFICATIONS (E.G. GCSE ENGLISH LITERATURE QUALIFICATION)

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POSTS OF RESPONSIBILITY please state:

WORK

Please give details of any part time, holiday or weekend work you do at the moment or have undertaken in the past.
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Work Experience.
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HOBBIES AND INTERESTS

Give details of your interests, hobbies and any club memberships.
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AREA OF CAREER INTEREST – Please state here with details if known.

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.....

PLEASE TICK THE FOLLOWING STATEMENTS THAT BEST SUITS YOU

On leaving school I would like to go to the following college,

I would like to get a job after leaving college/ sixth form (at 18)

I would like to study in higher education and get a job after my studies (at 21+)

WRITE A BRIEF STATEMENT THAT STATES YOUR THREE BEST QUALITIES AND EXPLAIN WHY

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Signed Tutor Group Date

MOCK INTERVIEW APPLICATION FORM

GIVE THIS PAGE TO YOUR INTERVIEWER AT THE START OF THE INTERVIEW.
ANSWER ALL QUESTIONS IN BLUE OR BLACK INK.

PERSONAL DETAILS

Surname

First name (s)

Date of Birth

GENERAL EDUCATION

School attended at present

Courses you are studying and level e.g. GCSE / BTEC
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EXISTING QUALIFICATIONS (E.G. GCSE ENGLISH LITERATURE QUALIFICATION.)

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POSTS OF RESPONSIBILITY please state:

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Work Experience.
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HOBBIES AND INTERESTS

Give details of your interests, hobbies and any club memberships.
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Continued....

AREA OF CAREER INTEREST – Please state here with details if known.

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COURSES YOU WOULD LIKE TO FOLLOW AT A F.E COLLEGE

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PLEASE TICK THE FOLLOWING STATEMENTS THAT BEST SUITS YOU

On leaving school I would like to go to the following college,

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Signed Tutor Group Date

PRACTICE QUESTIONS

GETTING THIS RIGHT IS REALLY IMPORTANT!

You may find it helps to work in pairs to practise interview questions. Ask for help at home from friends and family.

- Which subjects do you enjoy and why?
- What do you see as your strengths and weaknesses?
- What do you have to offer an employer or F.E college?
- Where do you see yourself in three years?
- Have you held any posts of responsibility?
- Have you ever organised anything?
- How would you best describe yourself?
- How do you think one of your peers would describe you?
- Are you involved in any group activities?
- Tell me about your interests and hobbies?
- What is the most important thing that you have done and why?
- What have you done that shows initiative?
- Do you prefer working with others or alone?
- How interested are you in sport?
- Do you consider yourself to be a natural leader or a team player?
- What would you say about a work colleague who was unfair or difficult to work with?
- How would you describe a good working atmosphere?
- What was the last book you read or film you saw? How did it affect you?
- If you asked someone to write you a reference, what would you expect it to say?
- What are your outstanding qualities?

QUESTIONS YOU MIGHT ASK

You may be given time to ask your interviewer questions.

This will be different from “real world” questions however; here are some useful questions you could ask your mock interviewer.

Try to think of a few of your own. Write them in here. You should aim for three questions.

- What is the most important skill I should develop to succeed in my job search?
- What do you look for during an interview?
- I am interested in future training, what opportunities are available?
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-
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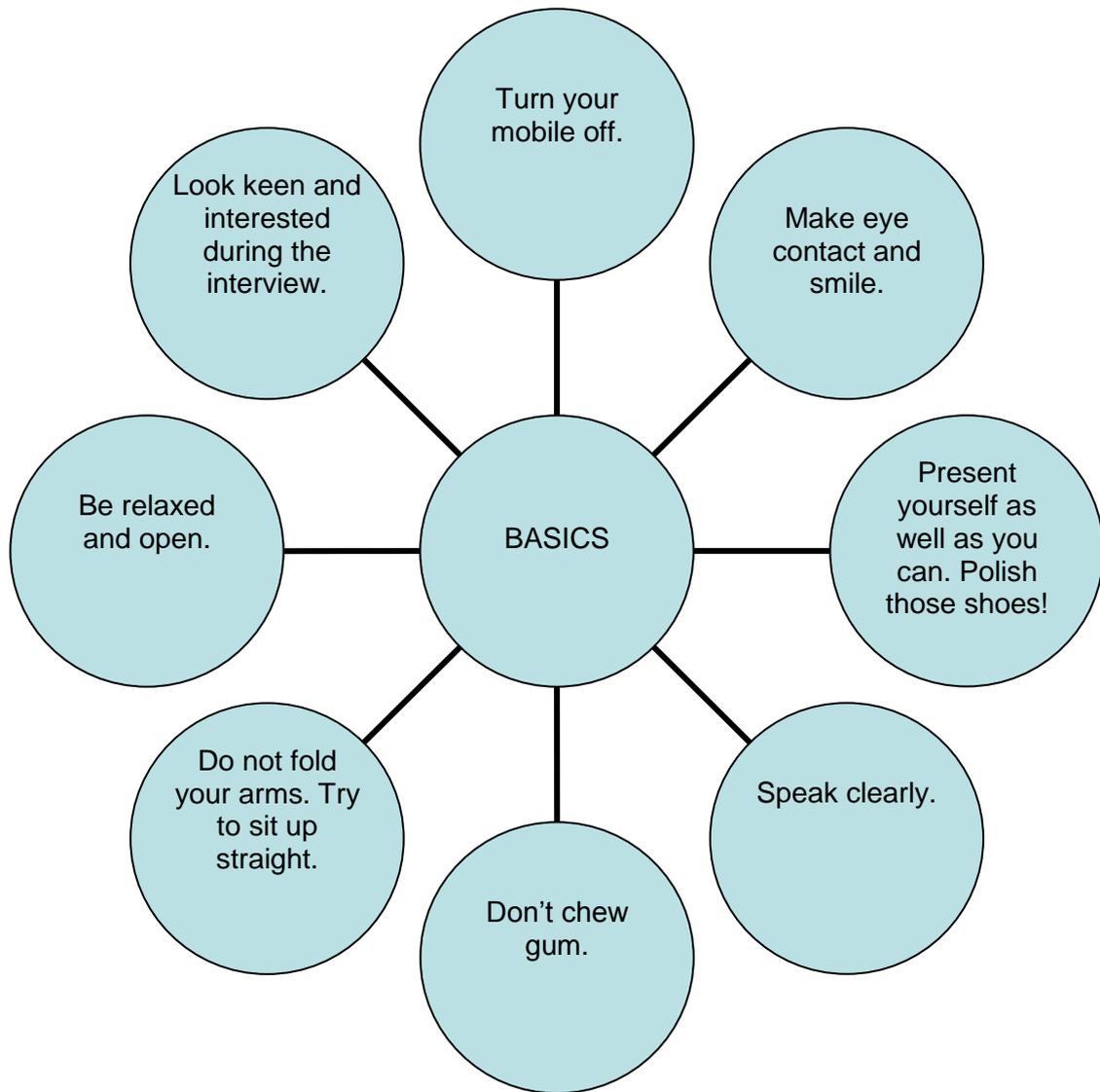
HINTS AND TIPS

PREPARING FOR AN INTERVIEW

An interview is normally the last stage of the recruitment process. It provides the interviewer with the opportunity to see you face to face and assess how suitable you are. It also gives you the opportunity to consider whether the job is going to suit you.

- It is normal to feel stressed but try to stay calm. Deep breaths help. If you are struggling to answer questions stop, take a few deep breaths, focus on how you will answer the question, take your time.
- Speak clearly and not too fast. Don't use words you are not sure about.
- Try to make conversation with the interviewer rather than just giving one-word answers.
- If you do not know the answer to a question, then explain this to them. The interviewer will try to explain it to you in a different way.
- Read a newspaper or watch the news on TV the day of your interview (or the day before) so you are aware of what is going on in the world. Your interviewer may ask about a recent event.
- First impressions count. Shake hands with a firm grip. Make eye contact and smile.
- You are being interviewed from the moment you walk into the room. Behave confidently.
- Answer all the questions you are asked to the best of your ability. The interview is about you. Do not undersell yourself. Be confident but not over confident!
- If you are nervous tell your interviewer, they will be sympathetic and try to put you at ease.
- Remember that thorough preparation is the key to successful interviews.

THE BASICS



WHAT WILL HAPPEN DURING MY MOCK INTERVIEW?

The people coming into school are professional business people.

They come in on a voluntary basis and are not paid.

Please thank them for the time they spend with you – they are doing this to help you!

You will need to make sure you take your pink form and C.V. to the interview, if not already handed in. Why?

- The pink form will give your interviewer some basic information about you and help them to ask the right questions. They may take a few minutes to read it through before the interview starts. Sit quietly and wait. – Use this time to take a few deep breaths.
- In a real interview for college or for a job of work after leaving school you will need to take your completed CV. It is a recognised document that shows clearly who you are and what you have achieved so far. Your interviewer may look through it during your interview and ask you about the evidence you have collected.
- Your C.V is a guide for the interviewer. It is a record of all your educational achievements and work experience.
- De-brief. At the end of the interview you will talk about how it went and there will be a feedback sheet for your records you will receive at a later date.
- Please thank your interviewer for spending time with you.

AREA OF CAREER INTEREST

On your pink form, identify if there is a specific job you would like to be interviewed for. You could choose from one of the areas below or put what Further Education courses you are interested in.

HERE ARE SOME IDEAS TO HELP YOU

PUBLIC SERVICE – Police or Fire Forces, Hospitals, Information Centres, Dentist, Teacher etc.

HOSPITALITY - Hotels, Receptions, Catering, Restaurants & Shops, etc.

SCIENTIFIC – Inventor, Forensics, Conservationist, Zoologist, Pharmacist, Genetics

MATHEMATICAL – Business and Finance, Accountancy, Banking & Building Society etc.

OFFICE WORK – Public Relations, Estate Agency, Solicitors, Architect, Lawyer, Administrator etc.

CARE WORK – Care of the elderly or children, Social Worker etc.

OUTDOOR WORK– Farming, Civil Engineering, Construction, Archaeologist, Horticulture etc.

MECHANICAL – Mechanic, Engineer, Motor Trade Industry, Workshops etc.

PRACTICAL WORK – Hairdressing, Decorator/Designer, Plumbing, Electrician, Carpenter etc.

DESIGNING AND MAKING – Designing, Engineering, Graphical, Advertising etc.

COMMUNICATION – Marketing, Journalism, Interpreter, Publishing etc.

OTHER – Self Employment, Entrepreneur, Apprenticeships

IN THE REAL WORLD

The mock interview will have given you really valuable experience. Use the feedback you have been given to improve your chances in interviews. In the real world you will need to research the company and the job carefully.

PREPARING FOR A REAL INTERVIEW

- Research the company. Use the Internet or talk to someone who already works there.
- Be honest in your application and do not exaggerate.
- Prepare and rehearse your interview.

You should practice **talking about yourself**, which is not as easy as it sounds. When you talk about your skills and personal qualities you need to give examples that show you have them. It is also good to say that a teacher or someone at your work experience, for example, has commented on a particular skill or quality – e.g. *“On work experience I was told that I was very adaptable and helpful. I offered to help my colleagues with different tasks and work with others to get the work done on time.”*

PRACTISE TOUGH QUESTIONS

- Why did you decide to apply to this job and what attracted you to the company?
- What experiences have you had that could help you in this job?
- Are you willing to go where the company sends you?

- What are the skills you will bring to this job?
- Tell me a difficult problem you have had to deal with?
- Why should I hire you?

QUESTIONS YOU MAY ASK THE INTERVIEWER

- What is the structure of the company or department?
- What will a typical day at work be like?
- Who will I report directly to?
- Who will I be working with?
- What career progression opportunities are there?
- What training will I receive?
- How do you see the company developing over the next five years?
- When will I know if I have been successful?

Remember, there are no hard and fast rules about interviews. Ask the questions that you feel comfortable with and if you do not understand something ask for further explanation.

This could be your last opportunity to decide if the job is really suitable for you. However, it is not appropriate at this stage to ask about salary and holidays. These details can be confirmed at a later stage.