

Year 10

Mock Interview and CV Preparation



Name:

Tutor group:

Making the most of your interview

What to expect?

Face-to-face

This is a straightforward interview with one person who will ask you general interview questions

Interview length

15 minutes

Date and Location

Thursday 13th February in the Main Hall

Interview time

Students will receive their interview time one week before your interview

Interview process sample structure

- *Introductions – Both introduce yourself*
- *Hand over your CV to the interviewer*
- *Employer asks student interview questions*
- *Interviewer will ask you questions about your CV*
- *Questions from you to the interviewer*

What is the employer wanting to know?

- *Skills and abilities*
- *Career aspirations*
- *Personality*
- *Interests and hobbies*
- *Education and grades*

Before the interview

- *Think about your achievements and background*
- *Make a list of your skills, qualities and weaknesses*
- *Prepare two or three questions to ask the interviewer in advance*
- *Anticipate and practice interview questions*
- *Prepare a CV to take with you to your interview*

What to bring and what to leave in your classroom

Bring

- *A copy of your completed CV printed*
- *A note pad and pen – not essential (only if you want to take notes)*

Do Not Bring

- *Your phone - Leave this in your classroom*
- *Leave your coat and bag in your classroom*

Sample interview questions

- *Which of your achievements/ideas do you feel most proud of?*
- *What would you say your strengths are?*
- *What skills and qualities can you bring to a team?*
- *What does good teamwork mean to you?*
- *Tell me about a time you felt you communicated well?*

During the interview

DO

- *Turn up 5 minutes before your time slot*
- *Firm handshake*
- *Speak slowly and clearly*
- *Make eye contact*
- *Smile!*
- *Open posture*
- *Relaxed, but alert*
- *Look neat & professional*
- *Listen actively – ‘head nods’*
- *Thank the interviewer when leaving*

DO NOT

- *Bring in carrier bags/clutter*
- *Dress inappropriately*
- *Have your phone on loud or vibrate*
- *Arrive late*
- *Look down*
- *Cross arms*
- *Flop into chair*
- *Wave arms*
- *Have your shirt untucked or skirt rolled!*

What should I include in my CV?

Name - use your name as the heading, nice and big as that shows confidence. Use capital letters for the first letter of your first name and surname.

Contact details - You can include the city you live in e.g. Nottingham. You do not need to add your full address! Include your contact phone number and a professional looking email address.

Personal Profile - You can choose to include an optional short profile or summary paragraph below your name and contact details. A good profile has three parts:

- What you are doing now e.g. Year 11 student
- What you have to offer e.g. hard working
- What you want to do next e.g. Looking to secure an apprenticeship/part time work

Skills - These may include using computers, social media skills, languages or communication skills such as your ability to talk to and help others.

Work Experience - Whether it's part-time work in retail or voluntary experience, make sure that you talk about it because they all count. Say what you did and how you did it – e.g. if you were doing the filing and photocopying, say that you were paying close attention to ensure that it was right first time. If you have helped out in the family business or have used your technical skills to help others, add it in. Include the date range you completed the experience.

Education - Start with listing your predicted grades and include the full course title and date you started to “present”. You can list some relevant modules, pick out key topics you've covered, describe projects you've completed & so on.

Interest and Hobbies - This section is to enable you to communicate all those things that you do when you aren't at school, so whether that's acting as a carer for a relative, volunteering in your local community group (such as scouts or church), playing for a sports team, or leading a club at school. Give the activity a heading, clear dates that you've been involved (even if you've been playing the guitar since you were 8yrs old), and describe it below with bullet points.

References - You don't need to list your references on your CV unless the organisation explicitly asks you to, but it is a good idea to say "References available on request". Saying this serves two purposes, firstly it shows that your CV has come to an end and secondly it shows that you understand the formalities of the document.

You will need to write your CV before your interview. This needs to be typed on a computer and printed before your interview (use an IT room afterschool to print)

Key words Use in your interview or add to your CV personable articulate sociable patient amicable pleasant proactive thorough mindful supportive assertive approachable diplomatic respectful positive determined flexible	reliable decisive accountable determined disciplined inclusive trustworthy honest innovative creative thoughtful engaging dynamic enthusiastic energetic clear
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CV template

Name

Address:

Tel:

Email:

Personal Profile

Key Skills *(bullet points if preferred)*

Work Experience *(bullet points if preferred)*

Education *(predicted GCSE grades)*

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Interest and Hobbies

References on request