



Year 10

Preparing for your Mock Interviews
On Thursday 13th February



What are the interviews for?



- To establish your knowledge, interest and aspirations
- To understand how to conduct yourself in an interview in the future
- To boost your confidence for college/university/job interviews
- To reflect and build on your personal and social skills

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

Location

Main school hall

Interview time

All students will receive their interview time period 5 on Tuesday 21st February!



Dress code:



School uniform



Interview process sample structure



- Introductions – Both introduce yourself
- Hand over your CV to the interviewer
- 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

Interests and Hobbies

Career ambitions



Personality

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 in advance
- Anticipate and practise 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



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

DON'T

- Bring in carrier bags/clutter
- Have your phone on loud or vibrate
- Arrive late
- Look down
- Cross arms
- Flop into chair
- Wave arms
- Have your shirt hanging out!



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 the team?
- What does good teamwork mean to you?
- Tell me about a time you felt you communicated well?



Writing your CV



- You will need to write your CV prior to your interview
- This needs to be typed on a computer and printed ready to bring to your interview **(use an IT room after school to print)**
- **after school drop in sessions for help on Thursdays S1**
- You will receive a booklet to help you write your CV which will also be sent to you as a document on Class Charts

Key notes



- This power point will be shared with you to access over half term along with other resources to support your preparation
 - You will be given your interview time a few days in advance
 - You will receive feedback from your interview the following week
 - Any questions, please email **akoppe@parkvaleacademy.org.uk**
-