



**Year 11 Mock Interview Day**  
**Friday 22<sup>nd</sup> November 2024**

As you reach the end of Year 11, many of you will be thinking about future options. Whether you're applying to other schools or colleges, apprenticeships, or training schemes, or if you're looking for part time work over the holidays, the chances are you're going to be required to attend an interview in one form or another.

Interviews are two-way process. They are a chance for you to find out more about the opportunity that you're interested in, and they are a chance for the interviewer to find out more about you. It's important for both the interviewer and the interviewee to check that the opportunity is right for both of you.

You will have a chance to look at a variety of job adverts and will be asked to pick an example and write your letter of application. Your letter of application is your personal statement; it's your chance to present yourself and convince the school/college/training provider/employer that you are someone they should want to meet!

The next stage is to attend an interview, and we know that this can be a daunting prospect! For this reason, we have arranged a mock interview morning, to give you a chance to experience being interviewed in a safe and supportive environment.

We very much hope that you will take this opportunity seriously and that it will be a useful exercise. It doesn't matter if it doesn't go to plan! What matters is that you give it a go and that you receive some feedback that might mean, when it's for real, it's that little bit less daunting!

**So, what will happen?**

On the morning of 22<sup>nd</sup> November, we will be joined by 30 managers from local businesses. These managers represent small/medium/large companies - everything from music businesses to large retailers to telemarketing firms, IT

companies, accountants and more. Interview time Slots will be: 8:55-9:25, 9:25-9:55, 9:55-10:25 and 10:25-10:55.

It doesn't really matter if you have no real interest in the role that you've applied for in your letter or in the business that the person interviewing you is from. This is a mock interview exercise. What matters is that you take some time to think about how you would answer a few questions, and how you would talk about yourself in a way that tells the interviewer a bit more about you.

You will have a 30-minute slot on a one-to-one basis with one of our volunteer interviewers. They will ask you some questions (taken from the list overleaf) and the two of you will chat for about 20 minutes about the job that you've opted to apply for. Then, they will stop the interview and they will give you some feedback to help you understand where you've done well and where you could perhaps improve for the next time.

No one else will be listening, nothing will be filmed, and nothing you say will be shared. So, there's no need to feel embarrassed!

### **Some handy interview tips:**

These tips may or may not apply to our mock interview day, but they are handy things to think about when you have an interview generally:

1. **Dress the part.** Don't give the interviewer an added reason to call you out for your youth. Dress professionally and groom yourself properly. That means no crazy jewellery, no unruly hairstyles, and that very noticeable piercings are covered or taken out.
2. **Sell your experience.** You don't have to have been an executive to have important work under your belt. When you're starting out, your interviewer understands that you don't have loads of work experience to call upon, but you do have skills. Think about the transferable skills you can bring to an interview, you may have been a member of a sports team or other group at school, perhaps you helped organise an event or did some fundraising, maybe you've been a young leader in an outside group, you may have been involved in a Youth Club, Scouts or one of the Cadet groups, maybe you've been a young carer, or helped a younger sibling. Perhaps you've been a really supportive friend and

helped someone through a tough time, or perhaps you've done some voluntary work or work experience. All these things, and more, give you something to talk about. Don't say nothing just because you've never had a job before, think about the skills and personality traits that you believe you would bring to a job if you were just given the chance.

3. **Keep an open mind.** Very few people start off in their dream position, so go in for any interview you can. At the very least, you'll be getting interview experience and building your ability to sell yourself. At best, you'll find that great starter job.
4. **Have reasonable expectations.** You're not going to making your dream salary right off the bat. Embrace the fact that you'll have room to grow and accept offers that seem fair.
5. **Promote your assets.** One of the biggest benefits of hiring a millennial is that we are essentially blank pallets. Remind your interviewer that your youth and freshness is more asset than liability. As long as you learn quickly (and I'm sure you do) they can shape you to fit the company how they would like.

## **Interview questions:**

So that you have a chance to prepare for our mock interview, here are the type questions that you can expect to be asked.

1. **Tell me a little bit about yourself** – think about where you come from, how old you are, what you've been studying at school, what you enjoy doing the most, what you do outside of school, what groups have you been involved in, have you had any work experience.
2. **How has school prepared you for entering the workplace** – think about what skills you've developed that will help you in the workplace.
3. **What work experience do you have?** – have you done work experience at school, do you have a part time job or have you helped with a family or friends' business for example. If you haven't, that's fine, the interviewer knows you're currently at school, so don't worry too much!
4. **When you're a customer in a shop or a restaurant, what examples of great service have you experienced?** Think about what good customer service looks and feels like, what's impressed you most in the past, and how you would treat a customer if you were at work.
5. **What about bad customer service, have you ever experienced that?** What did you think, how did it make you feel?
6. **What do you like about working as part of a team?** Think about teams you've worked with, at school, in a club or a sports group. What do you bring to that group or team, how does that differ to others? What do you like about working in a team. Remember this can be in or outside of school.
7. **What are you most proud of?** Think about things you have done that have felt like a personal achievement, that might be doing really well at something, being accepted to a team, turning around a poor attendance record at school, helping a friend fix a problem, learning a new skill or hobby, or anything else, no matter how small it might sound to you, that you feel proud about. Talk to the interviewer about what you did, why it might have been hard, what you learned, how you

felt. This is a chance to let the interviewer know a bit more about the real you!

8. **What skills do you have?** Think about the things you enjoy doing. Are you creative? Are you great at art? Do you love languages? Or you are particularly good at spotting fine details and getting work done in record time? Are you a good friend, a great listener, do others find you particularly friendly? Are you happy to work alone, are you honest, loyal, or caring?
9. **What would you most like to do in the future?** You may not know yet what your career plans look like but talk about any hopes you have for the future. It may be about completing college course, earning a qualification, getting an apprenticeship, travelling, or you may be really clear about a particular profession.
10. **Is there anything else that you think I should know about that you are proud of?**