



YEAR 10 EMPLOYMENT DAY

Wednesday 4th May 2011

INTERVIEW HELP SHEET

This Interview is meant to give you a taste of the world of work. The people who are interviewing you have given up their time to help us, and they are very keen that you should have a positive experience.

Assessment:

Your interviewer will assess you during the interview on:

- Punctuality
- Appearance
- Confidence
- Body language
- The way you answer questions and how well you put forward your **qualities, strengths, interests, skills, experience and aspirations**

You will get feedback from the interviewer before the end of the day. Keep it safe; it will help you in the future!

Preparation:

Check the programme of the day well in advance.

When it's your turn, arrive at your interview place at least 5 minutes before time.

Dress:

Dress sensibly and smartly. No one expects you to have totally *formal* wear, or to spend lots of money buying a suit. Just make sure you look tidy. A shirt and tie for the boys is perfect.

Arrival:

When it's your turn (the interviewer may come out to find you) be ready! Take a deep breath, tidy your clothes, and smile!

Say hello, you may be expected to shake hands

Questions:

See examples on page 2

Try not to say 'Umm' too often!

Body language:

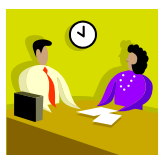
Be prepared to shake hands with the interviewer, at the start, or the end of the interview.

Sit up, take another deep breath.

Try not to fidget.

At the end:

Say 'Thank-you' to your interviewer. They have given you their time, and the opportunity to find out what a real interview could be like.



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THINK ABOUT WHAT YOU MIGHT BE ASKED IN ADVANCE

Introduction:

Comments or easy questions will be asked such as; how smart you look, what else you have been doing this morning, what help you've had in preparing for today.

Ability:

- **SUBJECTS** You have hopefully mentioned what you are good at in school in your CV.
- Be ready to say what you particularly like about a subject and expand.

INTERESTS:

- What do you do in your spare time?
- What type of work are you interested in doing in the future?
- Be prepared to say what you know about it and why you think you would like to do this type of work.
- Be prepared to explain your choice for work experience. What do you hope to gain from it?
- Talk about your hobbies (any special achievements?), how long you have been doing them etc..

Experience:

- What types of jobs have you done in the past? What skills have you gained from the work?
- You might be asked about voluntary work you have done, for your Citizenship Project in year 9 for example.
- Be prepared to talk about what you do at College, if you do the World of Work option or BTEC Workskills.

PERSONAL QUALITIES:

- What do you think you have that will make you a good employee in the future? How do you get on when you meet new people?

Aspiration:

- What other personal ambitions do you have?
- What would you like to do/achieve in the future?

