

Mock Interview Support and Application Pack



POSITIVE STEPS
OLDHAM

Pupil Name

School

>lsc

Leading learning and skills

Contents and Instructions

Introduction

The mock interview programme gives you the opportunity to gain experience in making an application and taking part in a practice interview. The interviews are carried out by volunteers from local companies and are held either in school or at Connexions. The process enables you to experience first hand the types of general questions that you may be asked at an interview for employment or training and further education.

The first stage in the process is for you to think about the information that you would like to include on the application form. You will need to think about your skills, abilities, interests and achievements and to help you do this there is an exercise to complete.

1. Achievements – evidence – skills exercise

- a) Look at the list of achievements and experiences and mark those that apply to you. Next, add some other experiences you are proud of.
- b) In the evidence column (next column), write a short sentence which explains what you did.
- c) If what you did applies to more than one experience/achievement, draw an arrow to each to show this.
- d) Look at the next two columns and list the skills and/or qualities you used. (The list included should help, but you can add more if you wish to)
- e) Now work backwards. If there are any qualities or skills that you have but haven't included them so far, write them down in the skills or qualities column.
- f) To support this say what you did and what your achievement was.

2. Application form guidance notes – (read these carefully)

3. **The application form** – (once you have completed this hand the pack back to your teacher. It will be checked and then passed to your interviewer)
4. **The interview** - (the interviewer will use the information you have provided on your form to support the interview process)
5. **The employer feedback** – (this will be completed, and sent back to school within 1 week)
6. **Personal review and planning sheet** – (to be used back at school to help planning for your future)

Achievements and Experience

What have you experienced and achieved? Put a mark against the ones that apply to you.	Explain what you did (sometimes this may link to more than one achievement/experience)	What skills did you use (see the list of examples below)	What qualities did you use (see the list below for some examples)
Played sports			
Belonged to a youth club			
Belonged to a uniformed organisation			
Held a responsible position			
Helped someone learn a skill			
Learned a language			
Travelled to different places			
Helped with children			
Had a part time job			
Wrote letters or articles			
Given a presentation or talk			
Completed assignments/projects or essays on time			
Researched information			
Used e-mail/internet for a purpose			
Solved a problem			

What have you experienced and achieved? Put a mark against the ones that apply to you.	Explain what you did (sometimes this may link to more than one achievement/experience)	What skills did you use (see the list of examples below)	What qualities did you use (see the list below for some examples)
Helped out in school			
Been in a drama or music group			
Done voluntary work			
Been on work experience			
Helped somebody through difficult times			
Won a competition or award			
Other			
Other			

Skills

This is a list of skills that you may have or are developing.

This list is not any order of preferred skills.

Use the internet	Mental arithmetic
Give presentation	Handle cash
Speak another language	Adapt to change
Solve problems	Attend regularly
Think ahead and plan	Organise my time
Work under pressure	Follow instructions
Accept a challenge	Do first aid
Work with figures	Work with children
Caring for other people	Work in a team
Work without supervision	Look after animals
Use the phone confidently	Use a spreadsheet

Personal Qualities

Your personal qualities are what make you different from other people. They help to describe the type of person you are. Knowing about your personal qualities is very important when applying for work, training or further study.

I am:

A good listener	Versatile
Accurate	Friendly
Adaptable	Inventive
Adventurous	Loyal
Caring	Motivated
Cheerful	Organised
Ambitious	Punctual
Confident	Outgoing
Conscientious	Reliable
Considerate	Trustworthy
Creative	Tactful
Co-operative	Thorough
Energetic	Calm
Flexible	Strong

Completing your Application Form

When you apply for a job, training or further study you will have to undertake some form of selection process. The most common selection process is to complete an application form and then have a face to face interview.

- ❖ The application form is used to select suitable candidates to invite to the interview process
- ❖ An employer might have 50 people who complete an application form for the one job
- ❖ He/she will not have time to interview all 50 people
- ❖ Employers use the application forms to discard those candidates who are not suitable
- ❖ Employers will tend to invite 5 or 6 people to the interview stage.

Employers use the following methods to reject people:

- ❖ Wrong colour ink
- ❖ Is the application form neat and tidy, no crossing out
- ❖ Hand writing that is difficult to read
- ❖ Spelling mistakes
- ❖ Not all questions completed
- ❖ Has the candidate the correct qualifications for the job
- ❖ Has the candidate suitable skills and qualities for the job
- ❖ Has the candidate suitable experience for the job

In order to ensure your form is neat and tidy, it is a good idea to first write out the information onto a scrap piece of paper. When you are satisfied with your work you can transfer the information to the application form.

If you are enclosing attached sheets either word process the information or write on plain white paper using lined paper underneath to keep your writing straight.

It is best to use black ink to complete your form as it may be photocopied a number of times

Information to support your Application

This section tells the interviewer about your experiences, skills and qualities. Refer to the previous section where you matched your experience to your skills and qualities. Give examples of how and where you demonstrated your skills and qualities. Keep to the point be truthful, include hobbies and interests. Do not make anything up.

Health

In the section of the form that asks about your health, you have to be honest about any problems you may have now or had in the last few years that might affect your work or attendance in the future or in the past. Use the other sections of the form to explain how your positive attitude overcomes any difficulties you may have had.

Finally
Make sure you sign and date the form at the bottom.

Mock interviews – Feedback for Students

Your interviewer will talk to you about how well you did, and will fill in the following form. The booklet should be left with the interviewer, it will be returned to you by your teacher within one week.

Q1. **Name**

Q2. **School**

Q3. **The Application Form**

Needs further development Adequate Good Excellent

Q3.1 The neatness of the form was

Q3.2 The quality of the answers were

Q4. **Please comment on the students**

Needs further development Adequate Good Excellent

Q4.1 Punctuality

Q4.2 Dress Code

Q4.3 Body Language

Q4.4 Friendliness

Q4.5 Politeness

Q5 **Please comment on the student's ability to.....**

Needs further development Adequate Good Excellent

Q5.1 Listen carefully

Q5.2 Speak of their skills and abilities

Q5.3 Speak clearly

Q5.4 Back up comments with examples

Q5.5 Use information from their form

Q5.6 Use other information effectively

Q6 **How would you describe the students overall performance?**

Needs further development

Adequate

Good

Excellent

Any comments or advice for the students

De – briefing

How I can improve my Application and Interview Techniques

To complete this activity you will need to refer to the Employers feedback to the Students sheet

What things did I do well?

My own thoughts

According to the 'feedback to students' sheet from the interviewer

In what ways can I improve my interview technique?

My own thoughts

According to the 'feedback to students' sheet from the interviewer

Planning for the future

How will your Mock Interview experience now affect:

Yourself personally

Your approach to school

Your ideas about your future

