

Virtual Mock Interview Day - Mount Carmel – Wednesday 4th November 2020

Briefing for Interviewers

Thank you for considering offering up your time to interview our Year 11 students. This is an event which we hold every year and is always very well received by the pupils. For the most part, these pupils have never had a formal interview before; and they are at that stage in their lives where interviews will become key steps on their career journey, starting with college interviews and apprenticeship interviews this year and continuing on to job interviews, university interviews, etc.

For each interviewer, we will match you with 3 students for each hour that you are able to take part. For each student, we will provide some basic information including a personal statement and their career aspiration (although there are some students who are unsure), and we ask that you spend 15 minutes carrying out the interview, and then 5 minutes giving them some brief feedback. We will also provide a feedback sheet which you can fill out and return to us for a bit more detailed feedback if you wish.

This event would not be possible without the support of industry professionals such as yourself. As I am aware of just how precious your time is, we have done as much prep work as possible to ensure that you can have as much information in advance as possible. With that in mind, please find at the bottom of this document a selection of questions which can be used. If you wish to adapt them please do, but please ensure that you will be able to fit into the timeframe of a 15 minute interview with 5 minutes feedback for each pupil.

If you wish to get involved, please contact me at careers@mountcarmelhigh.co.uk to express your interest, and please include the following information:

- Name
- Job title
- Company
- Do you have a relationship to any of our pupils (family, neighbours, etc) and if so, which pupils?
- Do you have DBS clearance? (This is not required, but is preferred)
- How much time can you offer on 4th November?

I will then get in touch for a quick chat, preferably via MS Teams as it will be the medium used for the interviews.

Thank you for your support,

Chris Barratt – Raising Aspirations Coordinator

Questions

We only have up to fifteen minutes for the interview and five minutes for feedback so need to ask a limited number of questions. We suggest you ask three or four of the following six questions:

1. Tell me about yourself.
2. Why do you want this job role?
3. What are your strengths?
4. Why do you want to work for this company? *(All students will be informed in advance of who their interviewer will be, and what company they work for, so that they can do some research as they would do for a real job interview).*
5. What skills would you like to improve whilst doing this job?
6. Tell me about a time when you had to plan to achieve an important deadline.

An interviewing template is attached and we ask that you make notes to help with feedback and score each answer between 0 to 4, a score of 0 meaning that the question was not asked at all, a 4 being a perfect answer.