



20 January 2025

Dear Parent/Carer,

## **Year 11 PSHE Day – Mock Interviews**

On Tuesday 11<sup>th</sup> February, your child will be invited to take part in a mock job interview. Interviewers will be made up of representatives from local businesses, members of our Alumni and also parent volunteers.

Mock interviews are hugely beneficial to students, as they enable them to prepare for and experience a job interview. For many students yet to have their college guidance meetings, this activity will also provide some support for those.

Students have been informed about the mock interview process in a recent assembly. They have been asked to complete and return an Application Form which their interviewer will have during their interview. The Application Form will form part of the feedback given after the interview and all students will be encouraged to complete and **return it to the Careers Office by Friday 31<sup>st</sup> January**. Students will also receive a comprehensive interview guide, a copy of which is included in this letter.

In order to make the mock interviews as realistic as possible, students are invited to wear appropriate 'business wear' for the day. This can include shirt and tie/jacket/suit, smart trousers, trouser suit, dress, or a blouse and skirt.

Jeans, leggings, t shirts, shorts etc are not acceptable, and any skirts or dresses worn should not be above knee length. Please note that it is not compulsory to wear business wear so normal school uniform should be worn if required or appropriate. Please do not purchase clothing especially for their interview as this is not necessary.

Any support you can give your child, both in the completion of the Application Form or in preparation for their interview, would be greatly appreciated.

Yours sincerely

*Nick Oakhill*

**Mr Nick Oakhill**  
**Trust Manager for Careers Education, Information, Advice & Guidance**



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**Other schools in our Trust:**  
Kennett Primary School  
The Shade Primary School  
The Weatheralls Primary School



## Yr 11 Mock Interviews

Tue 11<sup>th</sup> February 2025

You are invited to take part in a mock interview on **Tue 11<sup>th</sup> February**. The interviewers will be made up of representatives from local businesses, members of our Alumni and also parent volunteers. The experience will allow you to practice and develop vital interview skills so that you are more prepared for college/sixth form/apprenticeship/university/job interviews in the future.

### What you need to do

- Complete the application form you have been given. The interviewer will have your form during the interview so they know a little bit about you. The form asks you what your dream job is – if you don't have one yet, write down an industry or profession that interests you. **Don't leave this section blank.**
- Application forms must be returned to your form tutor or the Careers Office by the deadline given on the form. **Late forms will not be accepted.** Make sure you complete every section as much as possible – your interviewer will provide you with feedback and the form will be part of this.
- Interviewers will be assessing your performance during the interview but the main thing to remember is **BE YOURSELF!!** You will get feedback at the end of the interview.
- **Dress smartly** - first impressions are very important in interviews and your interviewer will see you before you speak. You can wear appropriate 'business wear' for the day. This can include shirt and tie/jacket/suit, smart black/grey trousers, trouser suit, dress, or a blouse and skirt. You can wear school uniform if you feel more comfortable. Jeans, leggings, t-shirts, shorts etc are not acceptable, and any skirts or dresses worn should not be above knee length.

### What the interview is looking for

- Communication – how well you **listen** to the questions and answer them. **Speak clearly** and **avoid mumbling**. If you don't understand the question, ask your interviewer to repeat.
- Posture and body language – **sit up** in the chair (don't slouch), try to keep hands still in front of you, make **eye contact** with your interviewer if possible and smile, try not to fidget.
- Be prepared to talk about you!
- Your interviewer will not try and catch you out, and will make the experience as pleasant as possible for you.

### Sample interview questions

1. Tell me about your dream job. And why you have chosen it.
2. What skills do you think you would bring to this job?
3. What are your main strengths & weaknesses?
4. Do you think teamwork is important in a workplace? If so, why?
5. Tell me about an achievement you are proud of.
6. Tell me about a time when you had to think on your feet. How did it end up?
7. Tell me about a time you had to deal with a problem. Did you solve it? How did you solve it?
8. What motivates or inspires you?
9. What annoys you?
10. How would your friends describe you as a person?
11. Is there anything else you would like to tell me about yourself?
12. Have you any questions you want to ask me? (always have 1 question to ask your interviewer)

**The mock interview is just a practice - don't worry about making mistakes as this is how you will learn for next time**

**GOOD LUCK!!**