



ELY COLLEGE

Year 11 Mock Interview Guidance Sheet

Mock interviews take place on **Thursday 23rd March 2023**. This experience is to help you practise and develop vital interview skills to aid in preparing you for college/sixth form/apprenticeship/university/job interviews in the future.

To do list:

- **Complete your interview application form** - The interviewer will be given 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. **Please don't leave this section blank.** Application forms can be returned via your form tutor or the Careers Office by **Monday 20th March** deadline. Please endeavour to hand in your form in time. It is an advantage to you if every section is completed and handed in on time.
- **Preparation is key** - 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 - (smart school uniform)** first impressions are very important in interviews and your interviewer will see you before they speak to you.
- **Punctuality** – A key life skill, you will have a slip of paper with your appointment time, try to be a couple of minutes early, be on time.

What the interviewer is looking for:

- **Good Communication** – How well you listen to the questions and answer them. Speaking clearly when answering questions. If you don't understand the question or are unsure, ask your interviewer to repeat (**just say "can you repeat the question please?"**).
- Posture and body language – **Sitting up** in your chair, keeping hands still in front of you, make **eye contact** and smiling where possible at the interviewer.
- Be prepared to talk about you!
- The interviewer will try to make the experience as pleasant as possible and realistic for you.

Sample interview questions you may receive – to help you to prepare:

1. What is your name?
2. How are you feeling about this interview?
3. Tell me about your dream job. And why you have chosen it.
4. What qualities and skills can you bring to this job?
5. What do you think might be the main challenges in this job?
6. What are your main strengths and weaknesses?
7. What makes a good team member?
8. Tell me about an achievement you are proud of.
9. Tell me about a time when you had to think on your feet. How did it end up?
10. Tell me about a time you had to deal with a problem. How did you solve it?
11. What motivates you?
12. What annoys you?
13. How would your friends describe you as a person?
14. Have you got any questions you want to ask me?

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

GOOD LUCK!

