

19th December 2024

Dear Parents/Carers

On Thursday 23rd January 2025 we are holding our Year 11 Mock Interview Day, and I am looking for willing volunteers to come in and act as interviewers for the day. I hope you can help support our Year 11s.

These mock job interviews are extremely beneficial to students, for both their college guidance meetings and future job interviews. For most, this is their very first experience of an interview with someone they don't know. We try and recreate, as much as possible, a realistic interview scenario. Students will have completed an application form by a set deadline. On the day they will be dressed in their school uniform for their interview, and they will be given allocated interview times. All students will receive feedback from their interviewer. Our aim is for students to come away with a positive learning experience and a sense of achievement. Interviewers will also gain a sense of satisfaction of having helped our students improve their interview skills and prepare them for future interviews.

As a guest interviewer, you would be required to be at Ely College from around 8.30am, with the interviews starting at 9.00am. You will be fully briefed before the event and before the interviews start on the day. Our expected finish time is 1.30pm. Interviews take place in the Main Hall in 15 minute 'slots', and you would therefore interview between 8-10 students.

If you are interested in helping, please let me know. My aim is to have interviewers from a good mix of professions, as I then allocate students with similar interests to those interviewers whose job/career matches those interests. This may not always be possible, but I will try my best!

If you are a parent of a Yr 11 student, I will ensure I don't allocate your own child to you that day. Please contact me by email if you can help: llambo-hills@elycollege.co.uk. Alternatively, if you are unable to help this time, but would be interested in taking part later, or help with a different event, please do not hesitate to contact me.

Yours faithfully

L. Lambo-Hills

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