

'Mock Interview'

This activity will give the young people some much needed interview practice in a constructive and supportive environment. It will give you a chance to share some successful interview techniques to enhance their confidence and employability. They can start to analyse their strengths, identify skills and match them to relevant tasks a task that is difficult for young people. You will give them a valuable insight into the world of work and the key employability skills needed.

Before

Think about interviews that you have attended and any feedback that you might have received or any training/preparation for interviews that you have been involved in. Research what your company or professional body values in employees or members, what skills are important and essential to the job. What makes a 'rounded' employee? If the school is not providing interview questions or guidance, think of some questions you can ask the young people.

During

Remember the young people will be nervous and will not have had an experience like this before. Put them at their ease. Use prompts if they cannot answer the questions or relate answers to your own experiences. Give them positive feedback and tips on how to improve, remind them this is their first attempt and the activity is designed to help them improve for the future.

After

If you have time offer to read through any CV's, letters or personal statements. Discuss with the teacher if there is anything else you can do? Consider organising a return visit to the school to take part in another activity. Tell us how it went by completing an evaluation form or emailing us.

Activity 2

Ambassador

NOTES:

Age Range: 11-18

Duration: 1 hour/lesson or half day

Capacity: Min 30 students, max - dependant on space

Schools: 1

Preparation time: ⌚⌚

You will need: Yourself and a smile!

Checklist:

- ✓ Correspond with the teacher directly to clarify arrangements and requirements
- ✓ Registered with STEMNetworking to blog about your activity
- ✓ Checked the school address and planned how to get there
- ✓ STEM Ambassador pin badge, ID card and CRB form ready to take with you

Ambassador tips and ideas

Prepare some questions and prompts

Remind the young people body language and attitude is important

Be prepared to give constructive feedback



'Mock Interviews'

Activity 2

Being able to succeed in interviews is a skill we all need but have little opportunity to practice. This activity will give your students the chance to gain some valuable interview techniques and feedback on their CV with impartial STEM professionals who have experience of the current workplace. Students can develop confidence, start to analyse their strengths, identify skills and match them to relevant tasks to take them through any up and coming interviews for college, for university or employment.

Teacher

NOTES:

Age Range: KS3-KS5

Duration: 1 hour/lesson or half day

Capacity: Min 1 class, max – dependant on space and Ambassadors available

Themes: STEM, Careers, PSHE

Resources: Space to hold event, tables and chairs

Preparation time: ⌚⌚⌚

Before

Identify what upcoming interviews your students might be having and tailor the session to these needs. It is a good chance to use work you already do, creating a CV, work experience letter or personal statement. These can then be used by STEM Ambassadors in the interview. Prepare some interview questions that the STEM Ambassadors can use or give them a guide as to the type of questions will be suitable. Stress the benefits of this activity to the students. Let the Stem Centre team know your requirements as far in advance of your proposed date as possible. Use the check list to prepare for the day.

During

Make sure the space you use doesn't get too noisy so that the interviewers and interviewees struggle to hear what is being said. Allow time for some feedback from the Ambassadors to the candidate. Remember that STEM Ambassadors are generally not trained teachers and need support from teachers with ensuring students are well behaved and prepared for the activity.

After

Stress the benefits of the activity to the students, ask them to think of something they are proud to have achieved so they have this to talk about. Ask the STEM Ambassadors for some job descriptions that could be used in future to match skills to tasks. Book a return visit by one of the STEM Ambassadors to take part in another activity. Tell us how the activity went by filling in an evaluation form or sending us an email.

Checklist:

- ✓ **STEM Ambassadors requested at least 6 weeks before the event**
- ✓ **Correspond with STEM Ambassadors directly to clarify arrangements and requirements**
- ✓ **Provide interview questions, student feedback forms and any other relevant documentation**
- ✓ **Reception informed that visitors will be arriving and where they should go**
- ✓ **Senior staff informed and approval given**
- ✓ **At least 1 member of staff available to facilitate the activity (depending on number of students involved)**
- ✓ **Room booked/confirmed and set up**
- ✓ **Registered with STEMNetworking, to blog about your activity**

Enhancement:

Use the Ambassadors to give quick presentations about their own experiences and how their company recruits new employees.

