

# MOCK INTERVIEWS

## Teacher's sheet

Being able to succeed in interviews is a skill we all need throughout our lives but have little opportunity to practise. 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. Your 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, university or employment.

### Before

Identify what interviews your students might be taking part in soon and tailor the session to these needs. It is a good chance to use work you already do, such as creating a CV, work experience letter or personal statement. These can then be used by STEM Ambassadors in the interview. Prepare some suitable questions to ask. 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 checklist 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.

### Extension activity

Consider extending the session and include a careers 'speed dating' session as well. Or use the STEM Ambassadors to give quick presentations about their own experiences and how their company recruits new employees.

### CHECKLIST

Please ensure that you take the following steps when arranging your visit from a STEM Ambassador:

- Contact us to request the visit at least six weeks before the event
- Correspond directly with the STEM Ambassador(s) to clarify arrangements and requirements
- Inform and gain approval from senior staff for the visit
- Ensure that at least one member of staff is available to facilitate the activity (depending on the number of students involved)
- Book the room and set up (if necessary)
- Inform school reception that visitors will be arriving and ensure they know where to direct them
- Register with STEMNetworking to blog about your activity

### NOTES

**Age range:** KS3–KS5

**Duration:** One hour/lesson or half day

**Capacity:** One to one, could conduct a number of interviews in a session dependent on space and Ambassadors available

**Themes:** STEM, Careers, PSHE

**Preparation time:** 

**Resources required:** Space to hold event, tables and chairs

# MOCK INTERVIEWS

## Ambassador's sheet

**This activity will give the young people some much needed interview practice in a constructive and supportive environment. It will also 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 – something 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

Review how it went, including teacher feedback in your assessment, and amend the activity as necessary. You will have an activity that can be taken into other schools. If you have time, offer to read through any CVs, 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.

### CHECKLIST

- Correspond with the teacher directly to clarify arrangements and requirements
- Check the school address and plan how to get there
- Have your STEM Ambassador pin badge, ID card and DBS form ready to take with you

### AMBASSADOR TIPS AND IDEAS

- Prepare some questions and prompts
- Remind the young people that body language and attitude are important
- Ask the STEM Centre for a 'Top 10 Employability Skills' resource

### NOTES

**Age range:** 11–18

**Duration:** One hour/lesson or half day

**Capacity:** One to one, could conduct a number of interviews in a session

**Schools:** One

**Preparation time:**  

**You will need:** Yourself and a smile!