



HECKMONDWIKE
GRAMMAR SCHOOL

ELE/LMS

10 May 2023

Dear parent/carer,

Employer Led Mock Interviews

Students in Year 10 will be taking part in employer led mock interviews on Thursday 18 May. The interview will last around 20 minutes and students will come out of their normal lessons to attend at their allocated time slot.

This experience is intended to form part of the work experience programme that we have introduced in school this year. Students have already secured their work placement and a mock interview will further support them by giving them an idea of what interviews are like for their future. Students will be asked a range of general questions not related to any specific job role and will receive verbal and written feedback from their interviewer after they complete the interview. The aim of the activity is to build confidence in talking about their skills and accomplishments as they start to think about their next steps following their GCSEs next academic year.

We are working with Ahead Partnership to support the interviews and 20 volunteers from a range of job sectors and industries will attend on the day. Students should have been given their time slot to write in their planner and can find this out by asking their form tutor.

I have attached a sheet with useful information to help students prepare for their interview by thinking about what kinds of examples they could use in their answers.

Kind regards,

Mrs E Ellis
Careers and Work-Related Learning Advisor

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Example Interview Questions

- Tell me a bit about yourself
- What subjects are you interested in at school and why?
- What are your strengths?
- Please describe a project or piece of work you recently worked on

Interview preparation

- Be aware of your strengths and achievements and be prepared to talk about them
- Consider examples from different experiences you have had



The STAR Technique

The star technique is useful for competency based questions e.g “Tell me about a time when you worked successfully as part of a team”

Example not using the STAR Technique:

I play football once a week for my local team. We've won eight out of ten matches this season.



Example using the STAR technique:

I play football once a week for my local team. During matches, I listen to teammates for instructions and pay attention to anticipate their next moves. I communicate with the coach about how I could play better and share ideas with the rest of the team. We've won eight out of ten matches this season.

At your interview

- Be positive and friendly. Don't forget to smile.
- Listen carefully to the question. If you don't understand the question, don't be afraid to ask the employer to repeat or rephrase it.
- Take time to consider the best response, don't rush and say the first thing that comes to your head
- Thank your interviewer for the time
- Be sure to reflect after your interview; what went well – what does your employer feedback tell you?

If you need further support or help

Come into the careers office (B013) if you need any help or advice about your mock interview. We have a drop in Mon- Fri lunchtime from 12:45 to 13:10 that is open to all students.