



NORTH EAST

Developing the
Young Workforce

Mock Interviews | Employer Guidance Pack

Mock Interview Guidance Notes

Your role as an industry volunteer

Thank you for volunteering to support young people with mock interviews. The following notes should guide you through the process, although there may be slight variations between schools. This pack also includes a list of interview questions, plus a short feedback form. On the day, we'll supply you with hard copies of these for each pupil you'll be interviewing.

Format and structure

Mock interview slots tend to last 10-15 minutes, depending on the school, with five minutes for verbal feedback. Please allow a little time within the interview for the pupil to ask you questions at the end. The final five minutes can also be used to complete the short feedback form.

Interviewing young people

Pupils will vary in their experience of applying for jobs; some may have applied for, and be working in, part-time positions. For others, this will be their first experience of applying for a job and attending an interview. They may therefore be a bit nervous or lacking in confidence.

Tips for a smooth-running interview

Getting started

- Help the pupil to settle in by introducing yourself, your job and the organisation you work for.
- Explain the structure of the interview, as outlined above.
- Reassure the pupil that you'd like the interview to be a positive experience; it's an opportunity for them to share some of their strengths and experiences, as well as considering any areas they'd like to develop. If you plan to make notes during the interview, please mention this.
- Ask the pupil if they would like to introduce themselves before you start asking the sample interview questions.

The interview

- Encourage pupils to take their time if they pause to think before answering a question.
- If a young person is very nervous, or struggles to answer a question, feel free to rephrase or skip it.
- If an awkward silence develops, it may help to share a little about your own career path, provided you are comfortable doing so.

Feedback and follow-up

- When giving feedback, aim to be both positive **and** constructive, so that pupils can build on the experience.
- Although you may want to offer additional support, please do not mention this directly to the young person. Instead, let the DYW North East team know so that we can take this forward, as appropriate, with the class teacher.

Thank you again for supporting our region's young people.

Mock Interview Sample Questions

Please use the main part of the interview to ask questions from the selection provided below. These are grouped into broad themes but can be asked in the order that works best during each session.

Starter questions

- Tell me about yourself. What have you done in the past and what are your plans for the future?
- What do you like to do in your spare time?
- How would someone who knows you well describe you?

Personal qualities

- Tell me about your strengths.
- Which of your skills make you good at problem solving?
- What motivates you to do a good job?
- How do you deal with conflict or criticism?

Teamworking

- Tell me about a time where you had to work as part of a team.
- What skills and qualities can you bring to a team?
- Describe a time when you were in a team and had to deal with a difficult situation.

Situation-based questions

- Tell me about a time you felt you communicated well.
- Describe a time you organised something and it didn't go to plan.
- Describe a time you needed help with something. What did you do?

Closing questions

- What makes you the best person for this job?
- What has been your greatest achievement?
- Do you have any questions for me?

Mock Interview Feedback

Please complete this form using the rating system below, adding any comments if desired. Forms will be collected at the end of the session. The content will be used to provide pupils with constructive feedback and development points.

1 = Fair | 2 = Good | 3 = Very Good | 4 = Excellent

Pupil name		Date
Interviewer name and organisation		

Body language/eye contact	Enthusiasm	Question responses	Awareness of own skills and qualities
Additional comments (optional):			

Points (up to three) that the interviewee could improve on:

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Points (up to three) that the interviewee did well:

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