Jordanhill School

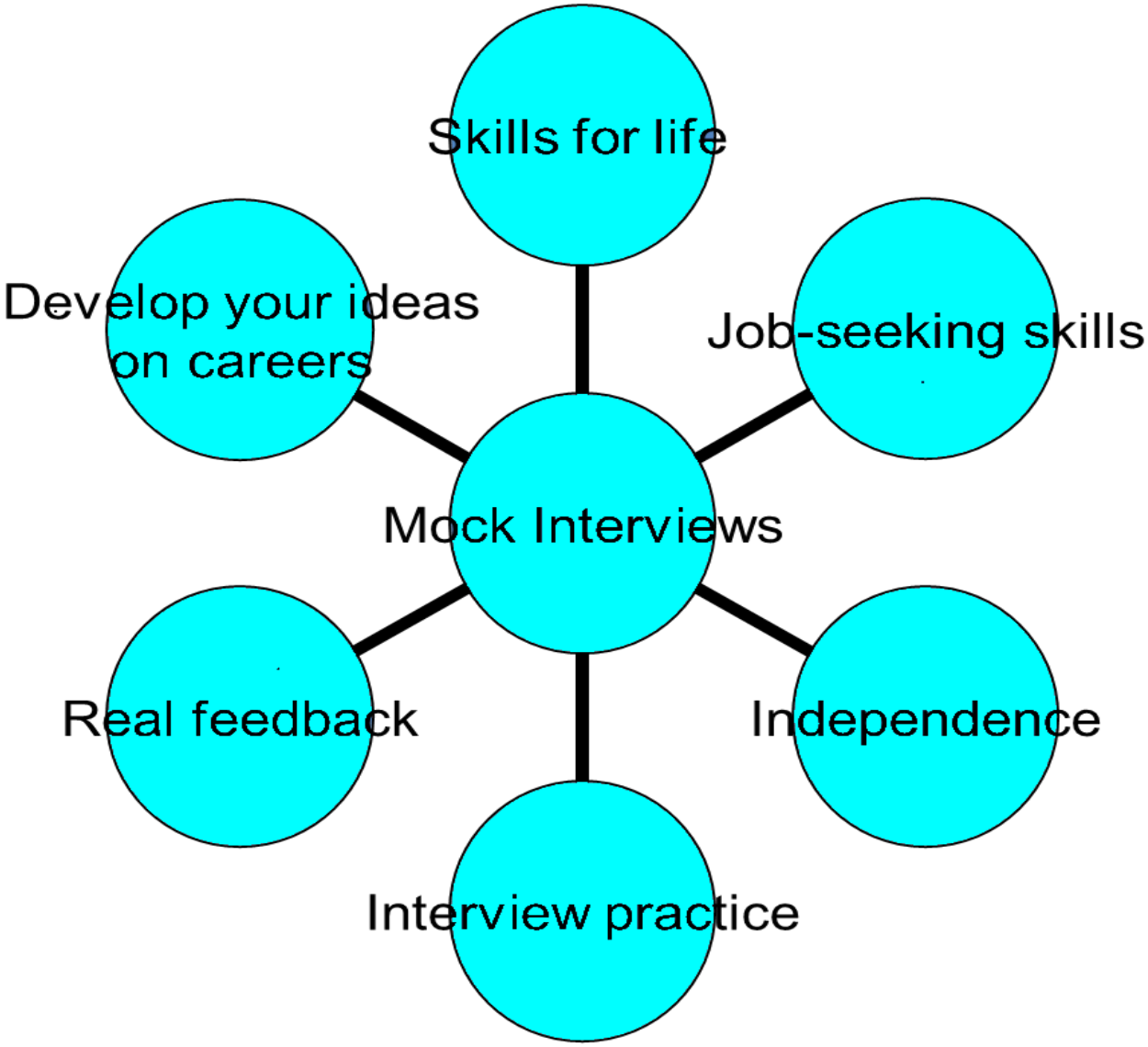
S4 Mock Interviews

17th September 2018

The Mock Interview Programme

- Involves you preparing and sending an application letter to a prospective employer selected from the Jordanhill Jobs Journal.
- The job you are applying for is an example of the type of job that employer offers. .
- You will attend an interview in the company premises and receive feedback on your letter and interview performance afterwards.

Why do a mock interview?



What do I do now?

- Look at the Jordanhill Jobs Journal on the school website: www.jordanhill.glasgow.sch.uk

- If you can't access this from home, you must speak to your tutor or Head of House.

- Co-curricular
- Careers
- Course Choice
- University Applications
- Library
- Primary
- STEM at Jordanhill

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Jordanhill Work Placements

- Careers In Focus leaflet
- S4 Mock Interviews Jobs Journal
- Mock Interview Scheme
- Work Placements
- Self Found Placement Form
- Work Placements In Focus
- Conditions of Work Placement

Jordanhill School

Mock Interview

Job Journal 2018

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Title Page

Charities

Shop Manager
Support Worker
Volunteer Support Worker

Administration Assistant
Virtual Support Practitioner

What do I do now?

- Pick **four** of the jobs you would be interested in applying for & complete your Job Choice Slip in order of preference.
- This must be handed in to your tutor by **Wednesday 19th September.**

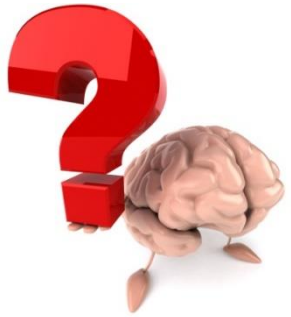
What do I do now?

- You will be told which interview you have been allocated during w/by Thursday 21st September.
- You will then **produce your application letter**. You can use the practice letter you produced in PSHE as a template.
- You must hand in a hard copy to your tutor by Tutor Time on **Thursday 4th October at the very latest**.

What do I do now – Q & A?

Q: How do I pick a job if I don't know what I want to do in the future?

For each job, look at:



- person specification
- the required skills
- details of what the job involves.

->is this the kind of job you would be interested in doing.

Q: Why do I have to find four jobs I would be interested in?

There are a limited number of interviews for each position and **you may not be interviewed for your first choice position.**

The Application Letter

- No more than one side of an A4 page.
- It should include:
  - ✓ your name, address, the date, e-mail address and telephone number so the employer can contact you.
  - ✓ the company's name and address.
  - ✓ a subject section that states the job you are applying for and any reference numbers in the advert.

The Application Letter

- You must:
  - ✓ address the letter to a person (not Dear Sir/ Madam)
  - ✓ be grammatically correct, concise and to the point.
  - ✓ do what the advert tells you to do.
  - ✓ type your letter.
  - ✓ remember to sign your letter and print your name underneath.

What do I do with my Application Letter?

- **Save a copy and don't delete the file**

  This is in case your letter gets lost or damaged before your interview.

- **Print a copy of the letter**

  Remember to use decent quality paper.

- **Give the letter to your tutor**

  This must be done by Tutor Time on

  Friday 6th October at the latest

What happens next?

- Look at the Jobs Journal online over the next few days.
- Hand your completed Job Choice slip to your tutor by **Wednesday 19th September.**
- You will be given details of your Mock Interviews early during **w/b 24th September**
- You will hand in your Application letter by the deadline of **Thursday 4th October**
- All of the **interviews** will take place in the week following the October break (**w/b 22nd October**).

Application Letters – Q & A

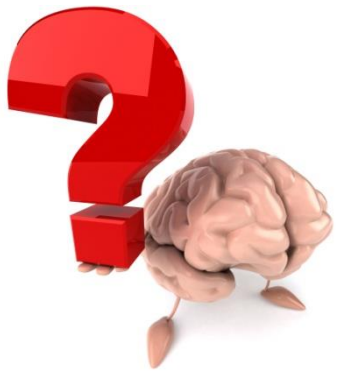
Q: Why should I tailor my letter to the job?

This shows that you are able to identify the salient details in a job advert and that you have thought through your application.

Q: Why is the deadline for picking jobs so soon?

To allow us time to assign interviews next week and give you time to prepare your letter to the employers.

This also gives you adequate time to prepare for the interview itself.



Application Letters – Q & A

Q: What should I do if I can't print the letter off at home?

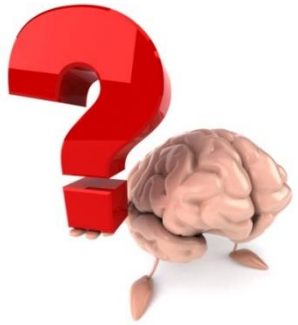
It is **very important** that you meet the deadline for this letter.

If you can't print the letter at home you should make alternative arrangements:

a) bring a digital copy to school and print a copy here

b) if this is impossible, send your letter via e-mail to

jo_ritchiea@jordanhill.glasgow.sch.uk



How do I prepare for the interview?

- You should wear something appropriate to the job (not your school uniform).
- **Plan your journey and how long it will take you.**
- Think of the types of questions you may be asked and prepare your answers.
- IF something happens and you miss your interview – **act professionally!**

What happens after the interview?

- You will receive written feedback on the quality of your application and interview
- This will provide you with an insight into what you did well and how to improve in your next interview.
- A copy of the feedback will be retained in your Pastoral Care file.
- House Points will be awarded to all pupils who receive either very good or excellent feedback on their Mock Interview.