

MAYOR OF LONDON

Professional Interview **Day**

[date]

Volunteer Support Booklet



This sample student booklet has been produced with significant thanks to Walthamstow School for Girls for sharing their resources

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Professional Interview Day

Thank you so much for volunteering to take part in Professional Interview Day.

This is such a valuable experience for our young people and gives them the opportunity to work on skills that they need for real life.

This pack contains:

1. Your timetable for the day
2. Instructions for the day
3. A set of interview questions
4. One pack per student including (students' CV and cover letter, interview questions for you to make notes on, feedback sheet)
5. A feedback sheet for you to complete and return at the end of the day

We hope you enjoy your day with us!

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My Timetable

<u>Time</u>	<u>Student / activity</u>	<u>Interview complete? Y/N</u>
08:30	Arrival at reception and introduction	
09:05		
09:35		
10:05		
10:35		
11:05		
11:25		
11:55		
12:25		
13:30		
14:00		
14:30		
15:00		
15:30		

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Instructions for the Day

Timings:

You have a 30 minutes allocation for each interview, including prep and feedback as below. It's very important that we stick to these timings.

During the 30 mins please spend:

- 5 mins looking at the student's CV and cover letter
- 15 minutes formally interviewing the student
- 10 mins completing the student's feedback form (the students will also be asked to complete a reflection and feedback form)

The Interview:

It's important that this simulates a real-life interview

- You have a set of interview questions on the next page - please try to mainly stick to these questions, but also feel free to deviate should this be relevant.
- Please be friendly and positive but also fairly formal.
- Please allow the opportunity for the student to ask questions should they wish

Feedback:

Constructive feedback is really helpful for the students. Please be positive with your feedback but also honest with areas they need to improve

1. On the interview sheet - make brief notes on their response. Then provide one 'what went well' (WWW) comment and one 'even better if' (EBI) comment.
2. Overall feedback form - again brief notes on WWW EBI

The students will receive both of these sheets

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Interview Questions

- Welcome, handshake, introductions.
 - Explain that you have their CV and thank them for that. Say that they will receive some feedback on this as part of their overall feedback.
 - Explain that you have some questions for them and they will have the opportunity to ask questions at the end if they wish.
1. Why have you applied to the role of...? OR, what are you interested in terms of possible career path?
 2. What do you consider your main strengths?
 3. Give an example of a time when you have successfully demonstrated at least one of these strengths.
 4. What areas do you think you need to develop or improve? How will you do this?
 5. What do you consider your biggest achievement and why?
 6. Describe something that has gone wrong. What happened? How did you deal with it? What would you do differently next time?
 7. What are your interests and hobbies? And what does this say about you?
 8. What are your aspirations for the future?

Thank you **[student name]**. That concludes our formal interview. Are there any questions you'd like to ask me?

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Interview Feedback Sheet

<u>1. Why have you applied to the role of...? (general notes on question)</u>	
<u>WWW</u>	<u>EBI</u>
<u>2. What do you consider your main strengths? (general notes on question)</u>	
<u>WWW</u>	<u>EBI</u>
<u>3. Give an example of a time when you have successfully demonstrated at least one of these strengths. (general notes on question)</u>	
<u>WWW</u>	<u>EBI</u>
<u>4. What areas do you think you need to develop or improve? How will you do this? (general notes on question)</u>	
<u>WWW</u>	<u>EBI</u>

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5. What do you consider your biggest achievement and why? (general notes on question)

WWW

EBI

6. Describe something that has gone wrong. What happened? How did you deal with it? What would you do differently next time? (general notes on question)

WWW

EBI

7. What are your interests and hobbies? And what does this say about you? (general notes on question)

WWW

EBI

8. What are your aspirations for the future? (general notes on question)

WWW

EBI

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Overall Student Feedback Form

<u>1. What first impression did you give? (handshake, eye contact, greeting, body language, language, energy)</u>	
What gave a good first impression?	What you could do to give a better first impression?
<u>2. Overall feedback on my interview</u>	
WWW	EBI
<u>3. Feedback on my CV</u>	
WWW	EBI
<u>4. Feedback on my cover letter</u>	
WWW	EBI

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Volunteer Feedback Form

Please rate the following on a scale of 1 to 4, 4 being the most positive.
Feel free to make any additional comments in the spaces provided.

1. Organisation and communication before the day	1	2	3	4
Comment				
2. Organisation and communication on the day	1	2	3	4
Comment				
3. The pack and resources	1	2	3	4
Comment				
4. Timings and time allocation	1	2	3	4
Comment				
5. Venue, refreshments, food	1	2	3	4
Comment				
Overall, what do you think was most successful?	Do you have any further suggestions for ways we could improve the day?			