

Year 11 Mock Job Interviews

14 October 2022

Dear Parent/Carer,

At John Spence we are committed to ensuring our pupils have the best possible chance of success when they leave us. As part of the Careers Education Information and Guidance work we are doing with Year 11 pupils, I have arranged for the entire year group to take part in a mock job interview on **Thursday 10th November**. This interview will be around 15 minutes long and will take place in school.

Pupils have been preparing an application to hand in to the interviewers and have been working on interview techniques in form time. The job they interview for has not been identified as we are focussing on generic skills and techniques.

The interviewers are all working members of local organisations ranging from the NHS, McAlpine and the RAF. After their interviews the pupils will get immediate feedback from their interviewer on the quality of their application form, body language, manners and verbal answers. It is an excellent opportunity for pupils to practice their skills before attending real interviews in the spring, and has been extremely effective in the past.

I have requested that pupils come to school that day in a smart, interview outfit with a shirt and tie or suitable alternative. **This is not a non-uniform day**. If pupils are unable to find appropriate interview clothing, they must wear their school shirt and tie. Please encourage your child to dress smartly and consider hair, make-up and footwear. First impressions are key!

I hope you can support this type of event by practicing questions and discussing any interviews you yourselves may have been in. If you have any queries please do not hesitate to get in touch.

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