# Interview Guidelines

Each interview will last approximately 25/30 minutes. It is anticipated that the actual interview itself will last approximately 15-20 minutes, the time before and after the interview being used for briefing / debriefing purposes.

The questions below are intended to support students in preparing for their mock interview. Try and prpare an answer for each of these questions ask for help where necessary.

* Tell me about yourself.
* How would you describe yourself?
* What are your major strengths?
* What type of work do you like to do best?
* What are your interests outside school?
* What accomplishments have given you the greatest satisfaction?
* How do your education and experience relate to this job?
* Where do you see yourself five years from now?
* What are your goals in life?
* What are your future educational goals?
* Tell me about your Pupil Profile. Could you tell me what is in it and where it shows your strengths?
* Tell me about your experience of the world of work and say what you feel you have learned from it.
* What optional subjects did you choose to study and why?
* What was your biggest achievement in school?
* What is your least favourite subject?
* What are your weaknesses?
* What do you understand by working in a team, and what are 3 important attributes of a good team player?
* How would you rate your organisational skills on a level of 1-5 (1 being the lowest)? Can you give me an example to illustrate this?
* Can you tell me how you cope under pressure and in stressful situations?
* Can you give an example of when you have had to deal with a difficult situation either in life or school, and how you managed it?
* Is there anything I haven’t asked you that you would like to tell me about yourself?
* Do you have any questions you want to ask me?

Remember, you will also receive feedback from your interviewer about the following:

Initial impression - appearance

- confidence

* manner

Communication skills - volume and clarity of voice

* non-verbal behaviour (eye contact, body language)

## Use of Pupil Profile

* readily used?
* confidence with?
* knowledge of contents

## Overall impressions / comment

* strengths and weaknesses
* targets for improvement