



# HOLLINGWORTH CAREERS GUIDE TO: PREPARING FOR INTERVIEWS

**The intended audience for this document is Students/Parents/Carers.**

**All students have an equal entitlement to high quality Careers Education, Information, Advice and Guidance.**

Students in Year 10 and Year 11 all experience a mock interview.

Form tutors help students complete an interview pack one week prior to the interview.

On the day of the interview students are given an appointment slip during tutor time. At the time of the interview students will come to The Futures Hub and be directed to a local business representative who will ask a range of questions that could be about current option choices, plans for the future and outside interests. After 10 minutes students will return to lesson. At the end of the day written feedback will be given out by form tutors. Business Representatives will have been asked to score eye contact, body language, verbal communication as well as provide some feedback to help students improve ready for real interviews they will be invited to in the future.

## PREPARING FOR AN INTERVIEW AT COLLEGE/SIXTH FORM/APPRENTICESHIP OR JOB

Often companies use interviews to see what candidates that have applied for jobs are like in person. They are also used by colleges, sixth forms and apprenticeship providers to find out about why you want to join their establishment. Interviews can be nervous, that's a common feeling. Preparing beforehand is so important.

### SOME TOP TIPS FOR INTERVIEWS:

- **Slow down** - Nerves can cause you to speed up your speech. Remember to breath and take your time before answering questions.
- **Watch your body language** - Nerves can make you want to curl up small, but it's important to stand up tall and make sure your body language is always open and welcoming.
- **Listen** - When we are nervous we often forget to listen closely to what we are being asked but it's important to listen closely and not to be afraid to ask an interviewer to repeat a question.
- **Prepare and practice** - The more your practice and prepare ahead of the interview, the more confident you will feel.

