



Easy steps to **Mock Interviews for jobs or going to university** with Inspiring the Future

Teachers might find in Year 11 or 12 that pupils need extra support ahead of thinking about applying for their first permanent job or for interviews for Apprenticeships or Tertiary education courses.

They may never have had an interview and be unused to the more formal Q&A's; this is an opportunity for professionals who are used to recruiting to provide valuable hints and tips to students.

What to do

1. Select a group of students who would benefit from Mock Interviews.
2. Log on to Inspiring the Future (<http://www.inspiringthefuture.org.au>) and invite volunteers who have selected 'mock interviews' as an activity, giving details on the date, time and venue, along with what you would like them to do and/or bring.
3. Follow up one week before the event to re-confirm.
4. Send volunteer examples of questions they might want to think through.
5. Prepare pupils by asking them to prepare a resume and/or think about their transferable skills, any work experience and what career they might like in the future.
6. You might want to have students cut out a position advertisement for a job that matches their goals and then give a copy to the volunteer to tailor questions to match.
7. Allow 10-15 minutes per pupil for mock interviews and ensure your volunteers have the chance to give constructive feedback to them individually. Suggest they might say something like "Let's draw the curtain on the role play and reflect on how it went". "How did you feel during the interview?" "What questions were challenging for you?" "How could you improve your performance for a real interview?" "I think you did well when....." "My suggestion for improvement is....." "Keep up the great work...I hope you now feel more confident".
8. Let us know how it went – send us any pictures, videos and feedback so we can help to showcase and celebrate your success by please contacting us [Here](#) and follow us on @ITF_Australia the account that we will retweet from.

What types of questions could you suggest to volunteers?

Volunteers will undoubtedly have some questions in mind themselves but teachers can help prepare students in advance with practice runs. The following questions could be provided to volunteers

Sample Questions

- What are your strengths? What are your weaknesses?
- Do you like working on your own or working in a team?
- What would you look for in a job?
- What do you enjoy doing?
- Where do you see yourself in 10 years?
- What are your hobbies and interests?
- How would you describe your style of working?
- What are the three most important things to consider when you are looking for a job?
- What makes a good manager/team player?
- How has your education prepared you for work?
- Describe a time you have:
 - worked in a team
 - managed conflicting priorities
 - done something difficult
 - solved a problem
 - come up with a new idea
 - responded quickly and efficiently to a task
 - had to communicate with a person with challenging behaviour

Encourage students to use vivid examples from their own lives to describe their experience and how it relates to the questions.