



07 July 2017

Interview Skills Day

Thursday 12 October 2017

Please find below an outline of how I hope the day will proceed. Timings will be confirmed once we know how many volunteer interviewers we have and will also depend on your availability. Please remember that any help is appreciated even if you can only attend for part of the day.

The students will gather at 8.40am for registration. (Previously, they will have attended a presentation by Mr Fred Binley of Southampton University on interview techniques and personal statements.)

Our volunteer interviewers should try to arrive by 9.15am. Car parking will be provided behind the chapel. After refreshments and a briefing, interviewers will be given interview packs containing copies of the CVs or personal statements for the students they are to interview.

Interviewers will then have time to read the CVs/personal statements and make notes before the interviews begin at approximately 9.50am. [Please do let us know if this does not fit with the time you have available, as we shall do our best to accommodate alternative times if you are only able to attend for part of the day].

We usually allocate 30 minutes for each interview and this is to include approximately 10 minutes for verbal feedback and for you to make some notes on the performance of the student at the end of the interview. There is a five minute interval between interviews to allow for overruns, comfort breaks or further notes.

Most of the students will be applying for university and many will know which avenue of work they wish to pursue. In this case, questions about the subject they have chosen to study at university are appropriate. Other Sixth Formers will be applying for vocational degree subjects, such as Dentistry, or may be hoping to get a job when they have finished their A-levels. These pupils will benefit from answering questions about why they have chosen this career path.

I am sure you will have questions of your own you would like to ask but the following might prove useful.

1. Why have you chosen to study this subject?
2. What aptitudes do you have? (evidence of these is essential)
3. What have you most enjoyed about your A-levels?
4. What reading have you done outside the A-level specification?
5. What do you hope to do in the future?
6. What recent developments have taken place in this subject area?
7. Why are you particularly suited to this job/degree subject?

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In all cases, we expect all the students to be polite and enthusiastic in their answers. In a number of cases the students will be applying for a highly competitive university course and they can anticipate very rigorous questioning, should they be asked for interview. It is their understanding of, and interest in, their subject and their potential for development at degree level which is being tested. I shall let you know on the day which of your interviewees, if any, is likely to have an interview of this kind.

Lunch will be served at approximately 12.30pm in the Sixth Form Refectory and we hope all our volunteers will be able to join us for this. The afternoon interviews (if applicable) recommence at 2.00pm until approximately 3.05pm, although the number of interviews you might conduct will depend on the number of students with an interest in your area of expertise.

To summarise, therefore, the schedule for the day is as follows:

- 9.00am – 9.15am - Arrival time for volunteer interviewers. Tea/Coffee
- 9.20am – 9.40am - Briefing and distribution of interview packs
- 9.40am – 9.50am - Reading / Preparation time
- 9.50am – 10.20am - Interview 1
- 10.25am – 10.55am - Interview 2
- 10.55am – 11.15am - Break (coincides with school break time)
- 11.15am – 11.25am - Reading / Preparation time
- 11.25am – 11.55am - Interview 3
- 12.00pm – 12.30pm - Interview 4
- 12.30pm – 1.50pm - Lunch and/or departure
- 1.50pm – 2.00pm - Reading / Preparation time
- 2.00pm – 2.30pm - Interview 5 (if required)
- 2.35pm – 3.05pm - Interview 6 (if required – unlikely!)
- 3.05pm - Departure

Thanking you in advance.

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