

SCHOOL/COLLEGE INTERVIEW PREPARATION

The following questions form the basis of your Skills for Work interview. Take some time to think about your answers and then write down your responses under the various question headings.

Remember that there may be more pupils interested in the Skills for Work option than there are places available. The interview process will allow the panel to make their selection of the most appropriate candidates. The better prepared you are, the better chance you have of being successful at the interview.

This worksheet has been designed to help you think about the interview in detail and to prepare your answers in advance.

To find out more information about your chosen option before your interview you can also:

- Visit your school Skills Development Scotland Adviser – they are keen to help you. Check the school notice board to see when they are next in school or ask your Guidance teacher to arrange a meeting.
- Use the school careers library – here you will find lots of information on job-seeking skills and how to prepare for interviews.
- Read the information given to you in your school option choice booklet and in the Skills for Work leaflet as this will give you a good idea of what will be expected of you.
- Ask family or friends who already do this type of work – they will be able to give you an idea of what this job is like and what skills you need.
- Use the following information websites:-

www.planitplus.net

www.careers-scotland.org.uk



PUPIL NAME:	OPTION SELECTED:
Q1: Which course interests you and WHY?	
Q2: What do you know about this course?	
Q3: What skills and personal qualities do you think would be useful for this course?	
Q4: What are your three favourite subjects at school? And WHY?	
Q5: What do you enjoy doing in your spare time?	
Q6: What do you think will be the main difference in how you will learn on a college based course rather than your traditional school based courses?	

Q7: How important do you think your behaviour/attendance is while attending college?

Q8: The course you have selected has limited places available and the interest may be high. WHY do you think you should be selected?

Q9: Do you have any questions you would like to ask the panel or do you have anything else you would like to say?

WHAT HAPPENS NEXT?

You will be offered an interview in the next few weeks. The interview panel will consist of a member of college staff and a member of the Guidance staff from your school.

The aim of the interview is to find out whether or not you have researched the course you are applying for and if you have thought carefully about whether this course is the right option for you. You will be told where and when to attend for your interview. It is very important that you turn up on time and can show that you have made an effort to prepare yourself for the interview process.

Most people who attend an interview are a bit nervous and this is to be expected. The interview panel will try to make you feel at ease. You will have the opportunity to tell them what you have researched about the course and to showcase your talents.

The questions you will be asked at the interview are based on this interview preparation sheet that you have just completed. You should take your time to answer the questions. Do not be afraid to ask the interviewer to repeat any of the questions, should you need to.

If you have prepared well there is no need to worry. This is likely to be your first experience of an interview and the interview panel is aware of this and will help you as much as possible.

You will receive feedback on your interview performance a few days after the interview and you will also be sent a letter informing you whether or not you have been successful in securing a place on the Skills for Work course.