



3 February 2022

Dear Parent/Guardian

### **Year 11 Employer-led Virtual Mock Interviews – Wednesday 2 March 2022**

As part of our Careers Strategy and to support students in becoming work place ready, we are excited to share with you that students will be participating in a 20 minute virtual employer-led mock interview on **Wednesday 2 March** in a school computer room. Students will create a Curriculum Vitae (CV) in tutor time and for homework, research the job role as they would do for a real job interview, and be interviewed based on the job description that has been attached to this letter. The employer will then provide a 5 minute debrief based on the interview followed by an opportunity for students to gain valuable feedback on their CV. Further details on their timetable and personal interview invite details will follow in due course.

The virtual interviews will take place in 30 minute slots from 9.00am to 1.15pm and your child will receive instructions and zoom log-in invite details in due course. When not participating in the interview, students will be taking part in other careers-related workshops, including dressing to impress, working with different people, customer service, finance, personal branding, networking, the importance of selling yourself and work place diversity and inclusion.

We recognise that this as a highly valuable opportunity for the Year 11 cohort and we are pleased to be able to facilitate this taking place for them in conjunction with our trusted industry partners. In order to support your child in preparing for this event, we will be offering the following:

- CV template and support materials.
- A series of 5-minute podcasts recorded by our Careers Adviser. These will be shown in tutor time, uploaded to the Year 11 google classroom page and are also available on the Maiden Erlegh YouTube page, the link for which is provided below. Content will cover:
  - Exploring students' skills, interests and experiences and matching them to the job description.
  - Exploring students' hobbies and how these can be matched to the requirements of the job.
  - Exploring soft skills that have been developed in and outside of school and how these can be matched to the requirements of the job.
  - Developing an understanding of the recruitment and selection process including legal and ethical requirements.
  - Developing an understanding of the importance of connecting with the employer.
- During tutor time on Friday 18 February, students will take part in an interview-ready workshop, including watching a 'model' interview with a live employer. The employer will then explain to students how to tackle tricky questions, share interview hints and tips from the business world, and provide advice on how to deliver a successful interview.
- Students will receive an interview-ready pack. This does provide a wealth of information to help students to fully prepare for the event. A link to this is below.

We could not run this event without the large number of local companies and volunteers that have kindly agreed to give up their time and their expertise to carry out the virtual interviews, and for this, we are very grateful.

We hope that students find this process beneficial as they start to think about possible careers, destinations and the importance of becoming work-ready. We are hearing from our contacts that many businesses will not return to traditional face-to-face interviews in person and that the virtual interview model is likely to become the norm post pandemic.

A link to the student podcasts can be found [here](#).

A link to the student support hub can be found [here](#), containing:

- [Student Interview Ready Pack](#)
- [Job Description – Customer Services Representative](#)
- [CV Template](#)
- [Sentences to help with writing a CV](#)
- [Interview Preparation Support](#)
- [Mock Interview Questions](#)

To get the best out of this opportunity, we kindly ask that you support us in helping your child to fully prepare for the interview by ensuring that they have completed a current CV, they have conducted appropriate research into the company and have practiced potential answers to the interview questions, matching these to the requirements of the job description. Please do make full use of all of the support materials that have been produced in preparation for this event.

If you have any specific questions, please do not hesitate to contact us at school [mescareersdept@maidenerleghtrust.org](mailto:mescareersdept@maidenerleghtrust.org).

Yours sincerely



Mr R Buck  
Assistant Headteacher