



24 February 2023

Dear Parent/Guardian

Year 11 Employer-led Virtual Mock Interview – Friday 3 March

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 25-minute virtual employer-led mock interview on **Friday 3 March** in a school computer room. The interview will be for a Customer Services Consultant with *Covea Insurance* - we are thankful to Covea, who act as the school's enterprise advisor. The employer will then provide a 5-minute debrief based on the interview.

The virtual interviews will take place in 30-minute slots from 9.25am to 2.20pm, during the school day. Students will receive instructions and zoom log-in invite details in due course. Note that the interviews will not interrupt the Science exams that are due to take place in lessons on this day.

In order to support your child in preparing for this event, we have provided the following:

- The opportunity to use the Unifrog programme to produce a CV. Students may well be asked for what they have provided on their CV as part of the interview.
- A series of podcasts recorded by our Careers Adviser, Mrs Finlason. These are available by following the link [here](#), as well as through the year group Google Classroom.

The podcasts cover the following areas:

- 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.
- A '*get interview ready*' pack, which includes a wealth of information to help students to fully prepare for the event. This can be accessed [here](#).
- 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 becoming more common. We have attached the job description for which the students will be interviewing, likely interview questions and a CV template to this letter.

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 questions, please do not hesitate to contact us at school mesoffice@maidenerlghtrust.org.

Yours sincerely

A handwritten signature in black ink, appearing to read 'D Bell', written in a cursive style.

Mr D Bell
Assistant Headteacher – School Careers Lead