

Recruitment Consultancy Seminar

Thursday 18th December

December 2014

Dear Parent

On Thursday 18th December all Year 10 pupils will be taking part in a careers event entitled Recruitment Consultancy Seminar. The purpose of the activity is for pupils to gain an understanding and appreciation of the interview process and employer expectations.

The aim of the day is to make pupils think about different aspects of the application and interview process and will look at body language and speech, as well as language used in letters and how to impress at interview.

Pupils will attend three different and interactive seminars during the course of the day and we are fortunate to have members of the Rotary Club coming in to school to help run these. Throughout the day pupils will have the opportunity to apply for a position in response to a job advert, interview for this position and receive feedback on their success. They will also have the opportunity to prepare and conduct an interview as well as arrange, observe and feedback on an interview.

To enhance expectations on the day pupils will be expected to wear professional office dress and conduct themselves in a proficient manner for this exciting event.

Should you have any queries about the above arrangements do not hesitate to contact me.

Yours sincerely

Mr S Langdown
Year 10 Coordinator/Careers Coordinator