

## Interview Simulation Experience

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Wednesday 27<sup>th</sup> January 2016

Dear Parents

January 2016

In November 2015 we held a Recruitment Consultancy Seminar Event for our Year 10 pupils. As a result pupils were able to develop a range of interview skills for the future.

On Wednesday 27<sup>th</sup> January 2016 we are holding a follow up Interview Experience for all Year 10 pupils in conjunction with the Andover Rotary Club. This will be a fantastic opportunity for pupils to put the skills taught into practice in preparation for their college or a part time job interviews in the future.

During the interview pupils will be assessed on:

- General appearance
- Body language
- Their CV
- Their interview responses and technique
- Leaving a good impression

Feedback will be given to every pupil at the end of their interview. An assessment form will also be returned to pupils within a few weeks following the interview. This will provide clear feedback on their performance and may also indicate focus areas for improvement. It is expected that this assessment form should go in each pupil's Progress File as evidence of their experience and the detailed criteria within it can provide pupils with a guide for future interview preparation.

If you have any further questions please do not hesitate to contact me.

Yours sincerely

Mr S Langdown - Careers Co-ordinator