

Next steps after year

5th November 2026
Year 11



Redgrave Hall

Periods 1 –4 (15–20 min) Mock Interview with an Employer

Business Dress/ Job application form/WEX logbook



1. Mock Interview with an Employer/Training provider (self evaluation)
2. Aspire to HE (FE vs HE)
3. Xello – Work Experience and Build your CV
4. Post 16 choices (sixth form/college/Apprenticeships) Making applications and using Xello (Transition to HE / post 16 pathways)

Period 5. **Pop 1 & Pop2** Apprenticeship talks (Redgrave hall)

Careers Fayre 4pm – 6pm for Parents and Pupils in Redgrave Hall Period 4.



Year 11 Job Application Form (mock interview)

Name:	Form:
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Email address:

Job applied for: (either write here, what job you would like to do when you leave school, finish studying.

Are there any other achievements/certificates to support your application?
(Think about achievements at school/during extra-curricular activities in and out of school/sports clubs etc)

Job applied for: (either write here, what job you would like to do when you leave school, finish

Please provide details of your qualifications.
(Include all subjects you are studying/grades achieved/**predicted grades**)

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Subject	Subject	Type of Qualification (GCSE/BTEC)	Date taken / Date to be taken
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Which would make you suitable for this job?
 (When solving, give examples when you have used these)

nce to support your application?

Why have	What have	How have
Why have you chosen to study this subject? Why have you chosen to study this subject?	What have you learned from your studies? What have you learned from your studies?	How have you applied your knowledge? How have you applied your knowledge?

ast one from an employer or work experience supervisor)
someone who has known you for at least 2 years)

Name: _____

Position:

Position: _____ Position: _____



COMPANIES CONDUCTING INTERVIEWS

1. Telent(Sandwell Traffic Signal Maintenance Contract)
2. Reliable Contractors
3. Galliford Try Construction Company Matt Smith
4. Mitie PLC
5. Sandwell NHS
6. Equans energy and services sector
7. Dudley College
8. SCL Group
9. Arcadis
10. NHS Adult Nursing
11. Ex Police Officer and Navy Officer
12. BMET college
13. Phoenix Gas Services) Group Talent Manager
14. Retired (Travel and Tourism Industry)
15. Sandwell College
16. Jaguar Landrover
17. Walsall college
18. Coventry University
19. Sandwell Council
20. Army Engineer
21. South City and Birmingham College

different Employers/training &
Apprenticeship Providers

people will be conducting
interviews.

MOCK INTERVIEW PROCESS

Redgrave hall

- Pupil arrives, has a seat to wait for an interviewer.
- Interviewer will ask you questions on your application form/ school subjects / WEX / Extra curricular.
- Verbal feedback
- Written feedback – interviewers will complete a feedback form which will be kept with the application form (returned to FT)

INTERVIEW PREP



- **Research the job** – it's very important that pupils know about the job they've applied for and are able to speak about it at the interview. (use Xello (Microsoft office login – student hub))
- **Enthusiasm** for the job! (what is so appealing about that job?)
- **Application form** – completed to a high standard – interviewers will comment on detail/spelling
- **Skills** and experience gained from **Work Experience**, school and hobbies

Work Experience

Volunteering

Skills and examples

**Job research – how are they planning
to get that job?**

Predicted grades



Here are ten common interview questions with tips about how to answer them. Use them to prepare for your mock interview (and any real ones you might have!).

1. Why are you looking for a job?

Of course, everyone wants to make money at a job, but the reasons you should share with a potential employer should reflect your interest in the field, or in helping to develop your skill set.

2. Why are you interested in working for our company?

Employers ask this question to gauge your interest in the field, and to see if you have done your research. Make sure you check out the company's website and familiarise yourself with what the company does, what the work and the work culture are like, and what's important to them.

3. How has school prepared you for working at our company?

Here is your opportunity to talk about the skills you have gained in your education that will make you an ideal candidate for the position.

4. Why should we hire you?

New hires take time to train, and the company wants to know you are worth it. Let them know about your interest in contributing to the company immediately, and be sure to mention if you think they are a firm you would like to consider when your studies are complete.

5. What do you think it takes to be successful in this position?

The job posting can be very helpful in letting you know how they will want you to answer this question. Let them know about the skills you have that they are looking for.

6. How would you describe your ability to work as a team member?

There have likely been many times you have worked as a team, on projects, in sports or while volunteering. The interviewer will want to hear a specific example of a time you worked successfully in a team situation.

7. What has been your most rewarding accomplishment?

You don't want to brag, but you should share an accomplishment that relates to some of the qualities or experiences required for the job you're interviewing for.

8. What are your salary expectations?

With this question, the employer is trying to establish that your expectations are reasonable. As a young worker, the salary you are offered will probably align with an entry-level position. It's usually best to avoid a specific number unless you know for a fact what the job pays.

9. Tell me about a major problem you recently handled.

With this question, the interviewer is trying to determine how skilled you are at problem-solving. It's fine to use an example from school, work, sports or volunteering. Make sure you show a positive resolution.

10. Have you ever had difficulty with a supervisor or teacher?

The interviewer will ask this question to determine how you relate to authority. Always answer honestly, but make sure that you have a positive outcome. Remember that the most difficult situations are sometimes the best learning experiences.

Interview feedback



- All pupils will receive written feedback from the employer who they speak to

Interviewers will comment on:

- Appearance
- Body language
- Communication Skills (verbal and written)
- Interview preparation – knowledge of the job/understanding of what's needed to get that job /company research
- Responses to questions – were they able to think of examples

Interview feedback - positive and negative feedback is really important but **please make sure that any negative feedback is informative, well explained and tips are given to the pupil to explain how they can improve.**

Learner name and FORM GROUP

Interviewer name and company

Job applied for



1 = lowest score / 4 = highest score

Interview preparation

- Knowledge of the job applied for
- Application form

First impression

- Did they introduce themselves?
- Dress appropriately?
- Were they professional and polite?
- Were they engaging from the start?

Body language throughout

- Confidence / politeness / professional behaviour
- Facial expressions / posture

Responses to questions

- Able to think of specific examples to evidence statements?
- Able to identify employability skills to support answers?
- Able to link answers to the job?
- Did they show enthusiasm for the job?

Engagement with the interviewer

- Did they communicate well?

Body language throughout

- Confidence / politeness / professional behaviour
- Facial expressions / posture

Responses to questions

- Able to think of specific examples to evidence statements?
- Able to identify employability skills to support answers?
- Able to link answers to the job?
- Did they show enthusiasm for the job?

Engagement with the interviewer

- Did they communicate well?
- Were they listening effectively?
- Were they purely responding or bringing anything themselves to the conversation / being proactive with engagement?

Overall

- 4 – Excellent, would hire
- 3 – Very good, would invite for a second interview
- 2 – Overall good but definite areas to work on
- 1 – In need of development and interview practise

Additional comments / any tips for future interviews (continue on the back if needed, thank you)

Interview feedback



Overall, the interview was:	<i>Excellent, would hire</i>	<i>Very good, would invite for a second interview</i>
	<i>Overall good but few areas to work on</i>	<i>In need of some development</i>