

An easier, more effective and more enjoyable way of conducting mock interviews.

A COMPLETE SET OF DOCUMENTS FOR MOCK INTERVIEWS

After receiving a National Lottery grant from the Community Fund, Wales, and in partnership with tutors from a local college and sixth formers from a local school, Rotarians in Wrexham embarked upon a project they called 'The Rotary Mock Interview Experience'. The result is a carefully researched set of documents to help volunteers carry out consistent, effective and enjoyable mock interviews.

BENEFITS

Better feedback to the person being interviewed

Good feedback is required to help interviewees identify their interview strengths and weaknesses. Feedback needs to be specific. For example, comments such as “your communication skills need improving” give no real indication of what action was required. However, specific advice such as ‘speak louder’, ‘concentrate more’, ‘make more eye contact’, ‘fidget less’, ‘give more information’, etc., is really helpful. A carefully designed '**Interview Assessment**' feedback form is easy to complete and detailed enough to provide really useful guidance to the person being interviewed. Filling the form out together provides an important opportunity for the person being interviewed to participate in their own assessment.

A more consistent, professional, approach.

A structured, consistent approach is needed. The style, content and effectiveness of interviews should not vary too much from interviewer to interviewer. Too much time spent asking questions will leave insufficient time for the assessment and feedback. Interview time needs to be carefully managed. Interviewers should avoid getting sidetracked into giving career advice, which is not the purpose of the interview. If there is consistency and transparency schools know exactly what is going on. It is important to end the interview on a positive note so as to motivate the person being interviewed. To help address these potential pitfalls an '**Interviewer's Guide**' and a set of '**Core Questions**' have been produced.

Access to guidance material

We found that many young people being interviewed did not have access to suitable interview guidance material, to which they would be able to refer when preparing for real life interviews or reflecting on the outcome of their mock interview. To help overcome this '**A Rotary Guide – Preparing for an Interview**' can be used, not only to prepare for the mock interview but also to keep for future reference. Another version of this leaflet has been printed in colour on card and is called '**A Rotary Guide – Your Next Interview**'. Some Rotary clubs have a supply of these and hand a copy to each interviewee at the end of the interview.

TO OBTAIN THE SET OF DOCUMENTS

The documents mentioned above and other useful information for arranging mock interviews are on the “**Rotary Mock Interview Experience CD**” or can be downloaded as PDF files from the website at www.mockinterviews.org.uk. Please take a close look at these documents so that you can evaluate the scheme for your own use. You can register on-line if you wish to be kept informed of future developments.

SCHOOLS and ROTARY

If you represent a school or other organization you may wish to contact your local Rotary Club to see if they can assist with your mock interviews. You can find details of your nearest Rotary Club via the Rotary website www.ribi.org. If your local Rotary Club is not in a position to help, you may still use the scheme and use it to help recruit volunteer interviewers from your community.

FEEDBACK

Feedback regarding any aspect of this scheme would be gratefully appreciated. If you require any further information, or have any queries, please don't hesitate to speak to your local Rotary contact or visit the mock interview website to make contact by email. Good luck with your Rotary mock interviews

www.mockinterviews.org.uk