

## WHAT IS ROTARY?

If you are reading this and are not a Rotarian, you may be interested to know that Rotary is a global network of men and women who volunteer their time and talents to serve communities at home and abroad.

It is made up of more than 32,000 clubs in over 200 countries. Rotary's motto, Service Above Self, exemplifies the humanitarian spirit of the organisations 1.2 million members. In Great Britain and Ireland there are 56,800 Rotarians in 1,838 Rotary Clubs.

Strong fellowship among Rotarians and meaningful community and international projects characterise Rotary worldwide. More information about Rotary can be found at the website [www.ribi.org](http://www.ribi.org) or from your local Rotary club.

### Advice to Clubs

Interviews are usually conducted on a one-to-one basis and should therefore take place at locations such as school halls, libraries, etc., which are large enough to accommodate groups of interviewers in full view of school staff. One person should be nominated as the co-ordinator, to whom any irregular occurrences should be immediately reported. You may wish to take further advice from your clubs protection officer and from the school itself.

**Published by the Rotary Club of Wrexham Erddig Charitable Trust.**  
Reg. Charity No. 1022939. Rotary District 1180.  
[www.werc.org.uk](http://www.werc.org.uk)

**Website: [www.mockinterviews.org.uk](http://www.mockinterviews.org.uk)**

Copyright © 2001-2013 Rotary Club of Wrexham Erddig Charitable Trust.  
UK Charity No: 1022939. First published April 2001, revised 2013.

This document and other resources can be downloaded from the mock interview website. The content of this leaflet can be freely used by Rotary clubs, schools and similar not-for-profit organisations in the UK and worldwide. Please contact the publishers for permission for commercial use. Any copying of this document should be without alteration.



## THE ROTARY MOCK INTERVIEW EXPERIENCE



[www.mockinterviews.org.uk](http://www.mockinterviews.org.uk)

---

## Interviewer's Guide

---

This guide is for volunteer interviewers and intended to be read in conjunction with the following documents which have been produced as part of the *Rotary Mock Interview Experience* and which can be downloaded from the mock interview website [www.mockinterviews.org.uk](http://www.mockinterviews.org.uk)

- OVERVIEW
- CORE QUESTIONS
- INTERVIEW ASSESSMENT
- ROTARY GUIDE 'YOUR NEXT INTERVIEW'
- MOCK INTERVIEW APPLICATION FORM



This guide has been prepared by Rotarians as part of their service to the community. For more information about Rotary visit [www.rotary.org](http://www.rotary.org)

# A GUIDE FOR INTERVIEWERS

## THE OBJECTIVES OF THE MOCK INTERVIEW

Thank you for volunteering to be an Interviewer. The objectives of 'mock' interviews are different from normal job interviews. They are:

- To help interviewees identify their interview strengths and weaknesses.
- To motivate them to take specific steps to improve their future interview performance.
- To provide them with suitable interview guidance information.

These guidance notes are to help the interviewer to:

1. complete the interview on time (usually 30 mins).
2. be aware of the topics on which the applicant will be assessed.
3. involve the person in the assessment procedure.
4. complete an '**Interview Assessment**' at the end of the interview.
5. provide the interviewee with a copy of the "**Your Next Interview**".

## COMPLETING THE INTERVIEW ON TIME

The time allocated for an interview is normally 30 minutes. You will need to keep a careful watch on time as you may be asked to interview five or six applicants in a morning. From experience the following approximate timing is recommended.

Read the <b>Application Form</b> and the C.V.	4 min
Invite the interviewee into the interview room, explain the purpose of the interview and proceed with your interview questions.	12 min
Announce the end of the formal interview and invite the interviewee to <u>move their chair round to the side of your desk</u> to signal a less formal atmosphere.	1 min
Discuss and complete each section of the INTERVIEW ASSESSMENT. It is <u>important to involve the interviewee</u> in this process and to encourage them to talk about any assessment they don't fully understand.	10 min
Complete the assessment summary and make any closing remarks to end the session. Present the interviewee with their INTERVIEW ASSESSMENT and give them a copy of the guide YOUR NEXT INTERVIEW. Mention the WEBSITE as a source for further information.	3 min

Please avoid the temptation to give specific career advice as this is outside the scope of the mock interview session.

## THE TOPICS ON WHICH THE APPLICANT WILL BE ASSESSED.

These topics are clearly shown in the '**Interview Assessment**'. It is as well to become familiar with its layout now, before you participate in an interview session. It contains a summary section and five supporting sections covering written material, first impressions, communication, hobbies, interests and achievements, career knowledge and expectations. Although at first glance the assessment may look rather cumbersome, you will quickly become familiar with its content and layout and adept at filling in the different sections and carrying forward the results to the summary.

## INTERVIEW QUESTIONS

A list of '**Core Questions**' has been prepared. If you compare the list of questions with the layout of the '**Interview Assessment**', you will see that they are arranged in the same order. In no way is the list of questions intended to limit you. You are free to conduct the interview in your own style and in a manner which is comfortable for you within the time constraints. However, please be sure to ask questions which cover all of the points on which you are expected to make an assessment.

## THE ASSESSMENT

Completing the '**Interview Assessment**' is very important. It gives vital specific feedback to the person being interviewed about his or her interview strengths and weaknesses. It is worth stressing that giving this feedback is probably the most important and possibly the most difficult part of the interview. Experience shows that for the mock interview to be successful, the person being interviewed must feel involved in the assessment. Ask them to bring their chair round to your side of the desk and involve them in the process. Encourage them to question anything they don't agree with or understand. In this way, they can leave the mock interview feeling that they have been fairly assessed and be sufficiently motivated to take steps to improve their interview performance.

## THE ADVICE BOOKLET FOR THE INTERVIEWEE

At the end of the interview give each interviewee a copy of the "**A Rotary Guide - Your Next Interview**". This guide should be retained by them for reference. Explain that the topics are numbered and cross referenced to the '**Assessment**'. This is an easy way for the interviewee to get useful advice to further improve their interview performance.

## YOUR FEEDBACK TO US

We hope that you have found these notes useful and we welcome any feedback from you that will improve the effectiveness of the mock interviews. Thank you for participating as a volunteer in this project.

For more information please visit the website

**[www.mockinterviews.org.uk](http://www.mockinterviews.org.uk)**