

## **ON THE DAY**

These notes are based on the past experience of Rotarians and teachers in Wrexham and elsewhere and may be helpful when planning mock interview sessions in schools.

Estimate how many to be interviewed. Will you have enough volunteers and enough room? In a morning, each interviewer should aim to interview no more than 6 young people in 30 minute sessions. There will be a limited number of Rotary volunteers, so the school will probably need to find some volunteer interviewers from school contacts to supplement the numbers from Rotary. Supplying copies of some of the Rotary Mock Interview guidance material will be helpful in recruiting volunteers as it gives them a good idea of what is expected from them. Discuss numbers with your Rotary contact and agree who will provide what documentation.

Interviewers usually arrive at 9:00am to start interviewing at 9:30am. During the morning, each interviewer would aim to interview no more than 5 or 6 young people, each for a 30 minute session. Roughly half of this time is spent interviewing and half giving feedback. There is usually a break of about 15 minutes after the second or third interview. Schools usually provide coffee and biscuits for this break. Sometimes bottled water is provided for interviewers. Interviews are normally over between 12:30pm and 1:00pm.

Ideally each young person being interviewed would bring with them a short letter of application and a CV. This isn't always possible. As a minimum, a completed **Interview Application Form** is required. These can be printed either from the Rotary Mock Interview CD or downloaded from the Mock Interview website at [www.mockinterviews.org.uk](http://www.mockinterviews.org.uk). It's good if the CV and application are handed to the interviewer a few minutes before the interviewee is sent over to be interviewed. The interviewer should signal when he/she has read the application and is ready to interview. If numbers permit, arrange for a Rotary volunteer to assist the teacher in charge throughout the whole of the session.

Don't try to match up specific career interests with particular interviewers. It should be stressed to pupils that the purpose of the exercise is to help them develop their interview and communication skills and not to give them career advice. We specifically ask our volunteers not to give any specific career advice. Many of us are retired and no longer qualified to do this. Interviewers are predominantly male, and this further limits us.

An **Assessment Form** for each person being interviewed is required and is usually provided by the school. These can be printed from the Rotary Mock Interview CD or downloaded from the website at [www.mockinterviews.org.uk](http://www.mockinterviews.org.uk). The Assessment Form is the key to providing feedback on the strengths and weaknesses of the interview. The interviewer should fill out the assessment form at the end of the interview and should involve the student in this process, with the student sitting alongside. The school will say whether to hand over the completed assessment to the interviewee, or hand it to the teacher in charge at the end of the session.

At the end of the interview we usually give each interviewee a printed leaflet called "**A Rotary Guide: Your Next Interview**" which we hope they keep for future reference.

There will inevitably be some 'no shows', so schools have found that it is helpful to have the flexibility to bring forward some of the interviewees to fill the gaps that would otherwise be there. As a matter of policy and for everyone's protection, it is inappropriate to ask volunteers to interview on a one-to-one basis in small rooms and behind closed doors.

Rotary volunteers enjoy interviewing and willingly give up their time and meet their own travel costs. I hope that the above information is useful to you in preparing for the interviews. None of it is carved in stone and each school does things a little differently. If you have any questions on procedure please do not hesitate to speak to your Rotary contact.

Some weeks before, to help prepare young people for their interview, you may wish to use "**A Rotary Guide: Preparing for an Interview**". This can be downloaded from the website or the CD as can other material which you may find useful to help you recruit some non-Rotary interviewers to work alongside Rotarians.