

# Undertake a Mock Interview

## Information about your mock interview

In this activity you will prepare to undertake your mock interview with a local business owner or employment specialist. Details of your interview are below:

**When?** Thursday 29 June, Period 2.

**Where?** Auditorium

**What?** You are applying for the Customer Service Assistant position at the Wodonga Supermarket. Please bring a copy of your resume and application letter.

**How?** On the day, you will arrive with your PLE class and teacher in appropriate interview clothes. You will be able change at school.

Ms McKoy and your teacher will direct you to your interview, which will last no longer than 8 minutes.

You will go back to class once your interview is completed.

**Feedback** Your interviewer will provide feedback to you about your standard of dress, body language, greeting and departure, and your answers to their questions



# Preparing for your mock interview

## Task

Develop a Key Note, Power Point or Word/Pages document to assist you to prepare for your mock interview. Have the following headings:

- **What I will wear**
- **My answers to five questions**
  - Tell me a bit about yourself
  - Why are you applying for this job?
  - What do you know about the Wodonga Supermarket?
  - What do you think the position involves?
  - What are the personal strengths you can bring to this job?
- **One weakness and an answer**
- **Overcoming anxiety- what will work for me?**

**Please email your completed Keynote to your teacher.**



## Resources

Use the resources on Victoria Youth Central to prepare for your interview and to complete the required task.

[www.youthcentral.vic.gov.au/jobs-careers/job-interviews](http://www.youthcentral.vic.gov.au/jobs-careers/job-interviews)

You can work through the sections and watch the videos to assist you to prepare. You may need headphones for this task.

# PREPARING FOR THE INTERVIEW

## JOB PORTFOLIO

Organise a job portfolio so it contains:

- A copy of your resume.
- Copies of any achievement awards (i.e., school, sport).
- Copies of any certificates which say you have a qualification- i.e., Safe Food Handling, First Aid.



## LEARN ABOUT THE COMPANY

- Study the Wodonga Supermarket Job Description
- If you were applying for other jobs, you can find information about companies via: an Internet search, talking to people who work there, ringing the company and asking them to post you information etc.



## ORGANISE YOUR INTERVIEW CLOTHES

GIRLS	BOYS
<ul style="list-style-type: none"> <li>▪ <b>Top:</b> Button up blouse or neat smart casual shirt. Top should be tucked in if a button up shirt.</li> <li>▪ <b>Bottom:</b> Knee length skirt or full-length pants (school pants are fine). Never wear denim jeans or shorts.</li> <li>▪ <b>Hair:</b> Long, tied back into a neat pony tail.</li> <li>▪ <b>Make up:</b> None to very minimal.</li> <li>▪ <b>Shoes:</b> School shoes are fine—make sure they are clean and polished.</li> <li>▪ <b>Other:</b> None to minimal jewellery. Clean fingernails. No perfume.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Top:</b> Button up or neat smart casual shirt. Should wear a tie. Shirt must be tucked into pants.</li> <li>▪ <b>Bottom:</b> Full-length pants (school pants are fine). Never wear shorts or denim jeans.</li> <li>▪ <b>Hair:</b> Long, tied back into a neat ponytail. Hair should be freshly washed, minimal hair products.</li> <li>▪ <b>Shoes:</b> School shoes are fine, make sure they are clean and polished. Sneakers</li> <li>▪ <b>Other:</b> No jewellery. Clean fingernails. Belt buckle should be polished. Do not use spray deodorant just before your interview.</li> </ul>

# PREPARING FOR THE INTERVIEW

## TIPS ON ANSWERING QUESTIONS



### Tell me a bit about yourself

Employers want to know about your personality and communication skills

- You're a student at Catholic College
- Favourite subjects
- What you do outside of school (sport, music, drama)

Don't ramble- just a brief overview

### What do you think this position involves?

- Read the description
- Think about what you already know about front registers at supermarkets
- Observe staff working at front registers before the interview

### What do you know about the Wodonga Supermarket?

The employer wants to know how interested you are in the position and how much effort you have gone to before the interview

- Read the position description
- This has information on the company

### Why are you applying for this job?

- You think the company will be able to provide you with a good environment to be able to learn skills
- You would like to work for a company that is committed to providing staff with opportunities for training and career development
- Keen to start your first job

### What are the personal strengths that you can bring to this job?

- Read over what you wrote in your personal attributes section of your resume
- Link the personal attributes to the workplace

Developed good team work skills through sport > will be able to transfer these skills into a team work environment at the supermarket



# THE MOCK INTERVIEW

The follow is information about what to expect on the day



## Before the interview:

- Ms McKoy will send your Resume and Application Letter to a local employer who has agreed to be part of the Mock Interview Program. They will be representing the Wodonga Supermarket and they will use the Wodonga Supermarket job description to interview you for the Front Register position.

## On the day- job interview clothes

- You will come to school in uniform and change into the job interview clothes you have bought with you. Once you complete your interview, you can change back into your uniform



## On the day- the interview

- The interviews will be held in the Auditorium and you will receive your time through your World of Work class.
- You will arrive for your interview with your class. You will then be directed to the table where your interviewer will be waiting for you.
- Your interview will take 10 minutes. Once you finish you will go straight back to class with your PLE teacher.
- Your interviewer will give you feed back on your interview via a template that you will receive the next day



## The interviewer

- Greet the interviewer by shaking their hand, looking them in the eye, smiling and introducing yourself
- When you have finished your interview, thank the employer for their time and shake their hand again.