**Aims**

To give young people an opportunity to experience the informal and formal processes of applying for a work role, responding to applications, and experiencing a mock interview.

Introduction

Most people would say that they would have liked the opportunity to practice their interview techniques before they went out into the world of work. This is especially true now with the levels of unemployment and resulting competition.

BELS have been offering a structured interview experience for our young people for some time now. As you can see from comments below they are a really popular package.

We have continued to develop our programme from both learning from experience and review and evaluation. Our programme is very adaptable to all levels and degree of experience. We can deliver to year 11 students all the way up to adults who would just like a little practice, perhaps because they haven't had an interview for some years. We can deliver to individuals as well as School and College classes.

What Can Participants Expect?**Interview Techniques, Job Search and C.V Development workshop sessions**

Our trained and experienced trainers provide a half day workshop to help young people develop a winning C.V followed by an additional workshop to prepare them for work interviews, covering everything from preparation to questions to ask.

Job Advertisement Newsletter

Our up to date newsletter contains relevant job roles for our young people to choose a suitable role to apply for.

Telephone Interviews

We have volunteers and staff members on the other end of the line ready to take phone calls from our young people during their Interview Techniques Workshop. Young People can practice asking for more information, an application form and giving the relevant details to the company.

One 2 One Interviews

Our volunteers offer one to one interviews based on what they might expect in a formal setting. These sessions have much more open ended questions.



Panel Interviews

Our panel interviews are conducted by our volunteers and are recorded and placed on a DVD for future reference for the young person.

Two volunteers conduct the interviews asking a set of agreed questions each. The panel then invite the young person to hear feedback and give advice for the future, which is also recorded for the benefit of the young person.

Job Descriptions and Person Specification

All the posts advertised in our Job Ad's newsletter have relevant Job Descriptions and Person Specifications. Young People can request these when they make their initial telephone calls. These help our young people to have more idea of what the employer is looking for. The questions in the panel interview are based around the Person Specification.

Aptitude Tests

Often our young people will be asked to complete a basic aptitude test when attending interview so this is an opportunity for them to practice.

Word and Excel Tests

Some young people will be asked to perform small administration tests when they attend a real interview so we give them the opportunity to have a practice.

These tests usually include basic data entry, formatting a letter and designing a poster for an event.

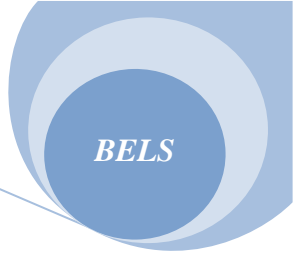
Volunteers

Our volunteers play a very vital role. All volunteers are either currently in management roles or have been in the past. Volunteers are involved in all aspects of the interview process.

Our volunteers also act as Business Mentors for our young people. Sometimes it is just so they can ask general advice or sometimes it could be to look over a business plan.

Feedback and DVD

All young people attending an interview will be given a DVD of their interview in a presentation case, which they can use to enhance their skills in the future ready for the real thing.



*All of the young people who have been on the project have said how beneficial it has been and feel so much more confident and prepared in their progression into employment, education or training.
Katie Seal - Sutton Connexions Personal Advisor.*

Timescales

Some will be able to complete in one day with perhaps workshops in the morning and early afternoon finished off with a mock interview.

Some can have workshop sessions on different days and mock interview at a separate location.

Delivery on request.