

grow

MOCK INTERVIEWS:
KNOWLEDGE, SKILLS AND EXPERIENCE
SCHOOL GUIDE



ARDOCH

TABLE OF CONTENTS

Learning outcomes	1
Tips for the online world of work	2
Interview skills for the world of work	3-8
Rights and expectations	9
Sample position descriptions	10-13
Sample interview questions	14
Interviewer feedback checklist	15
Student self-evaluation	16

Learning outcomes

The Mock Interviews program is intended to achieve the following [Victorian Curriculum](#) outcomes:

- Year 7 and 8: Critical and Creative Thinking | Questions and possibilities | Suspend judgement to allow new possibilities to emerge and investigate how this can broaden ideas and solutions (VCCCTQ044)
- Year 9 and 10: Personal and Social Capability | Self Awareness and Management Develop criteria to appraise personal qualities and use these to design strategies to plan for the future or address a challenge (VCPSCSE044)
- VCAL: Work Related Skills Intermediate Unit 1: The Work Related Skills units have been developed to recognise learning that is valued within community and work environments as preparation for employment. Locally developed programs that use different social and work contexts to develop interests and employability skills can be selected for inclusion in the Work Related Skills units.
- VCAL: Work Related Skills Foundation Unit 1: Learn about a selected workplace or industry setting.

The Mock Interviews program is intended to achieve the following [New South Wales Curriculum](#) outcomes:

Year 7-10 Work Education; Work Education provides students with opportunities to develop knowledge and understanding of the world of work, including its dynamic and diverse nature:

- Demonstrates strategies that facilitate transition to further education, training and employment (WELS 7)
- Demonstrates skills for effective participation in the workplace (WELS 9)

Monitoring and Evaluation

So that Ardoch can continue to deliver Pathways Beyond School programs, we will be issuing teachers and students a survey after the completion of the activity. Please work with your Ardoch contact to confirm whether these should be provided in hard copy or completed online. We appreciate your support and ensuring their completion in a timely manner.

TIPS FOR THE ONLINE WORLD OF WORK

GET READY

- Prepare in advance by testing the technology and practicing with a friend or family member
- Make sure that your sound and video are working and that your device is charged
- Find somewhere quiet and comfortable for the call
- Set up early and have a back up device if you can in case something goes wrong



STAND OUT

- Sit facing the camera in the centre of the screen
- Dress smartly, sit up tall and smile often
- Don't move around too much
- Try to make eye contact with the person you are speaking with



STAY FOCUSED

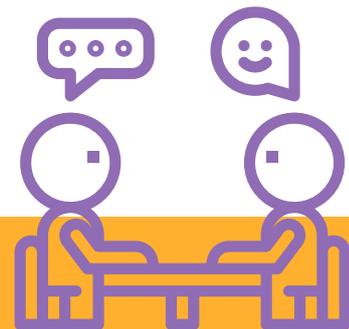
- Keep your phone on silent and out of reach
- Close all tabs in your internet browser and shut down any other programs
- Give the person you are speaking to your full attention
- Speak clearly, slowly and loud enough that you can be heard easily
- Make sure the other person has finished speaking before you start talking



INTERVIEW SKILLS FOR THE FUTURE OF WORK

THE PURPOSE OF AN INTERVIEW

- A chance to find out if you have the right skills for the job
- A way for the interviewer and interviewee to get to know each other
- Allows you to express your motivation and interest in the job



INTERVIEW SKILLS FOR THE FUTURE OF WORK

TIPS FOR DOING YOUR BEST



- Do your research about the organisation
- Prepare examples, such as when you have showed leadership, worked in a team or overcome a difficult situation
- If you don't understand the question, ask them to repeat it or say it differently
- Wear something professional and comfortable



INTERVIEW SKILLS FOR THE FUTURE OF WORK

COMMON MISTAKES

- Lack of preparation
- Arriving late
- Not turning your phone on silent
- Not answering the questions clearly



INTERVIEW SKILLS FOR THE FUTURE OF WORK

ANSWERING INTERVIEW QUESTIONS

- Explain your skills and experience
- Structure your answers using the STAR system:

Situation

Task

Action

Result

For example: “My basketball team had a match on (Situation) and someone was sick so we needed an extra player (Task). I called my friend who was in the team last year (Action) which meant we could still compete (Result).”

INTERVIEW SKILLS FOR THE FUTURE OF WORK

BODY LANGUAGE

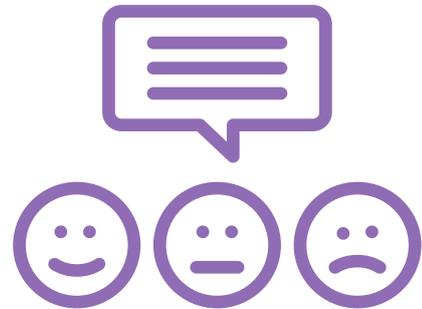
- Look like you're pleased to be there by nodding, smiling and listening
- Be open and relaxed and give the interviewer your full attention
- Use eye contact to show you are interested



INTERVIEW SKILLS FOR THE FUTURE OF WORK

GETTING FEEDBACK

- Ask the interviewer if there is anything they need from you before you finish
- If you're unsuccessful, ask for feedback about how you could improve next time



RIGHTS AND EXPECTATIONS



Every one of us has rights and responsibilities in different settings we are in. While it's normal to feel nervous in an interview, you have the right to feel comfortable and safe.

Potential employers don't have the right to ask you questions which are not relevant to the role. This comes from Section 107 of the Equal Opportunity Act 2010. Some examples include:

- Are you in a same-sex relationship?
- How old are you?
- What's your ethnic background?
- What religion are you?
- Who do you vote for?
- Do you have a physical or mental disability?

You can be required to share your passport or other forms of ID at an interview but you cannot be discriminated against due to your age. Employers may ask for years of experience and in some roles age might be a requirement to follow a different law. For example, a driving school must reject a 19-year-old who applies for a job as legally a driving instructor must be aged at least 21.

An employer must not harass you. For example, an employer makes a job applicant feel humiliated by telling jokes about their religion or beliefs during the interview.

If you have a disability, you have the right to the same access to everything involved in getting and doing a job as someone without a disability. An employer must make reasonable adjustments to provide this.

Sample position: supermarket

About the role:

Could you be our next Supermarket Team Member? Come join us to provide great customer experiences and work with enthusiasm, energy and pace in your local supermarket store. We're one of Australia's most iconic and trusted businesses – and we're on the lookout for awesome team members to join the team at your local supermarket.

With opportunities across the store, you could be packing delicious treats in the bakery, scanning our customer's shop on Service, serving up slices in the Deli or restocking our shelves to make sure they're filled with everything our customers need. You may be considered for roles across the store which match your preferences.

Good things you need:

A commitment to providing great customer experiences by working with enthusiasm, energy and pace. To know your stuff, as you'll be a go-to person for customer queries. To be active – you'll be on your feet for long periods of time and may require some moderate to heavy lifting and reaching. The availability to work flexible hours across our store trading days (including early mornings, evenings and weekends)



Sample position: administration

Receptionist and Administration Officer

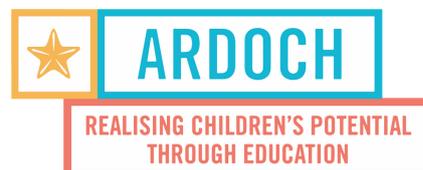
This company is a leading youth mental health organisation. The vision is to improve young people's mental, social and emotional wellbeing. We are currently seeking a Receptionist/ Administration Officer to join our team on a part-time basis from Monday to Thursday from 3.00pm to 5.00 pm/ 6.00 pm and 8pm on a Thursday.

In this role, you will:

- Function as the welcoming, safe and respectful first point of contact for young people and their families and friends accessing our service.
- Provide Administration support to staff and visiting service providers at the centre including assisting with data entry, managing appointment schedules.
- Coordinate the administration of centre meetings, agendas and minutes as required.

To succeed, applicants will have:

- Excellent interpersonal skills, including the ability to engage with young people from a range of backgrounds
- Demonstrated experience and expertise with Microsoft office applications, specifically Microsoft Word and Microsoft Excel
- Sound written and verbal communication skills
- Organisational and time management skills



Sample position: hospitality

Waiter/waitress:

A cafe in Melbourne is seeking a part time Waiter / Waitress (up to 30 hours per week) to join our team.

To be considered for this role you should:

- Be available at both days at weekends
- Have at least 3 months of experience as a Waiter / Waitress
- Have Australian work rights



Sample position: construction

Construction Labourer:

A business in South Melbourne is seeking a part time Construction Labourer (up to 20 hours per week) to join our team.

We are a leading provider of contract labour and trade services to the construction industry. Since establishing over 10 years ago, we have received multiple awards for our growth and held a long-term membership with the Master Builders Association of Victoria.

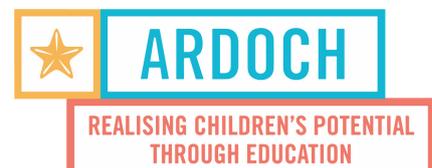
Due to the current workload in Melbourne, we currently have job opportunities for new Construction Labourers to assist on 7 active projects currently between structure and handover stage.

The duties during these current stages will include:

- assisting with deliveries,
- moving/clearing materials, assisting trades, etc.
- basic power tool use may also be required depending on your experience.

Requirements:

- Min. 2 months' experience in construction
- Valid Construction Induction Card (Red/White Card)
- Full PPE
- Communication skills
- Punctuality



Sample interview questions

- Tell me a little bit about yourself.
- Why are you interested in getting a job?
- What skills or experiences do you have that would help you in a workplace?
- What subjects are you interested in at school and why?
- What do you like to do in your free time?
- What are your strengths?
- What are your areas for improvement?
- Tell me about a time you did something you were proud of and why you were proud of it.
- Tell me about a time you had to overcome an obstacle to achieve something important to you.
- Tell me about a time you had to influence a peer about an idea you had.
- Tell me about a time you had to work in a team and what your role in the team was.
- Do you have any questions you would like to ask?

Interviewer feedback checklist

Interviewer (peer or volunteer): _____

Student: _____

Please rate the candidate by circling one number for each area

Area	Excellent	Acceptable	Needs Improvement
Personal presentation <i>Neat and professional appearance</i>	3	2	1
Clearly explained own skills <i>Able to talk about what they are good at and why</i>	3	2	1
Answered questions well <i>Provided clear explanations with examples</i>	3	2	1
Communication skills <i>Spoke confidently with a friendly manner</i>	3	2	1
SUB-TOTAL			
TOTAL			

Student self-evaluation

Interviewer (peer or volunteer): _____

Student: _____

Please rate how you felt you did by circling one number for each area

Area	Excellent	Acceptable	Needs Improvement
Personal presentation <i>Neat and professional appearance</i>	3	2	1
Clearly explained own skills <i>Able to talk about what they are good at and why</i>	3	2	1
Answered questions well <i>Provided clear explanations with examples</i>	3	2	1
Communication skills <i>Spoke confidently with a friendly manner</i>	3	2	1
SUB-TOTAL			
TOTAL			



FOR MORE INFORMATION PLEASE CONTACT

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REALISING CHILDREN'S POTENTIAL
THROUGH EDUCATION