

Mock Interview Planning For Schools

Introduction

This document is to support schools where BMD is supporting a mock interview day. BMD will help with the supply of competent professionals for interviewing students who are local business leaders that volunteer their time to help students be more prepared for the world of work.

This also gives students the opportunity to speak to people who may be in the sectors they have ambitions of working within in the future and an opportunity to have a one-to-one discussion about their career options.

These encounters are aligned with Gatsby Benchmark 5 (encounters with employers and employees) and Benchmark 8 (personal guidance) – essential elements of a high-quality careers programme.

Preparation

It is important that all students have prepared a CV and ideally a covering letter to accompany their CV so that the interviewer has a basis of conversation.

Students should be matched with people who work in similar careers where students have ambitions of certain careers to enable them to get the most out of the experience.

Complete a short careers preparation session so the students understand the mock interview's purpose and be encouraged to research the interviewers industry or company.

The Day

Timings are critical for the day, ensuring that the interviewers are given a steady stream of students to interview. The ideal interview slot should be timed:

- Interview conversation – 15 minutes
- Feedback conversation – 5 minutes
- Complete feedback form after student has left 5 minutes

When interviewers are ready have the next student ready to go but only when the interviewer is ready for the next person. It is important to remember that all persons from BMD are volunteers who are stepping out of their professional capacity to help your students be more prepared for the world of work, ensuring that their time knowledge and experiences are not wasted is vital.

After the Mock Interview Day: Follow-Up

Reflect with Students

Hold a short group session:

- What did they learn?
- What would they do differently?
- What are their next career steps?

Share Outcomes with Governors & Parents

Highlight how Mock Interview Day contributes to:

- Employer encounters (Gatsby Benchmark 5).
- Personal guidance (Gatsby Benchmark 8).
- Readiness for post-16 pathways.

This measurable impact shows the value of employer engagement in meeting statutory careers expectations.

Quick Checklist for Schools

- ✓ Recruit professionals with relevant sector experience
- ✓ Ensure students have CVs & covering letters ready
- ✓ Schedule interview slots with clear timing
- ✓ Provide feedback mechanisms (written and verbal)
- ✓ Reflect on outcomes with students and staff
- ✓ Report impact to governors and stakeholders