

PREPARING FOR YOUR CAREERS INTERVIEW

WHAT HAPPENS AT THE INTERVIEW?

This really depends on you. You may wish to talk about employment, training or further education. Maybe you want to know where your choices of A Level may lead or what the differences between the courses really are. Perhaps you may want to find out about entry routes into your chosen career (e.g. you may wish to undertake an apprenticeship but still, at some stage want to go to university). On the other hand you may have absolutely no idea of what you want to do and it may help you to look at your strengths and weaknesses, your likes and dislikes and how these fit into different jobs. The options are many and varied – it's up to you. Remember the more preparation you do beforehand, the more you will get from the interview.

WHAT CAN THE INTERVIEW DO FOR YOU?

- Help explore your ideas and the options available to you
- Give you up to date information or show you how to research it yourself
- Give you realistic and impartial advice to YOU can make wise, informed decisions

WHAT WILL THE INTERVIEW NOT DO?

- Make up your mind – any decisions will be your own
- Give instant answers – sometimes there is not a quick easy answer
- Place you into employment or training

HOW LONG WILL THE INTERVIEW LAST?

- Between 20 and 40 minutes depending on if it is your first or second meeting
- Towards the end of the interview, if needed, you will agree on a plan of action for you to base the following on:
 - Where am I now?
 - Where do I want to go?
 - How can I get there?
 - Who can help me?

You can take this plan away to show your parents/carers and work on it.

HOW CAN YOU PREPARE?

- Find out as much as you can about any career ideas you already have. Talk to parents/carers, teachers, family, friends and visit the Careers Information Centre
- Look at job advertisements in the newspaper – note the qualifications and personal qualities employers are looking for
- Read through your last report and bring a copy of it to the interview
- If you have no idea what you want to do think about the type of person you are. Make a list of your likes and dislikes, your strengths and weaknesses and what you feel is important in a job

FINALLY – USE THE FOLLOWING AS A CHECKLIST

- What do you want to talk about?
- What career ideas do you have at the moment?
- What qualifications or skills will you need?
- What are your strengths and weaknesses?