



NOTES FOR INTERVIEWERS

A LIST OF SUGGESTED QUESTIONS



1. Which job have you applied for?
2. Do you have a Progress File or CV? (Progress File has taken over from the Record of Achievement where students record positive steps they have made whilst at school, certificates etc.)
3. Tell me about your education, which school(s) have you been to since you were 11?
4. What is school like?
5. Tell me about the subjects you are studying?
6. Which are your favourite subjects?
7. What do you do outside school – in your spare time?
8. Which hobby, sport or interest is most important to you and why?
9. Tell me about the things you do well.
10. How would your friends describe you?
11. What is your attendance/punctuality/health like?
12. Have you included anything in your Progress File that you are proud of, a certificate or a letter of some kind?
13. What would you like to do when you leave school?
14. What do you think the job involves?
15. Why do you think you are suitable for this job?
16. Why do you want this job?
17. What qualities do you have? / Proof?
18. What other kinds of job/career are you interested in?
19. Why are you interested in that (career, job, course or training)?
20. Have you done any research into the (career, job, course or training) that you are interested in?
21. Where did you go for your Work Experience?
22. Have you had any other experience of work?
23. What personal skills have you included in your Progress File? Could these help you in this job or any other career that you are considering?
24. What would you like to be doing in one / five year's time?
25. Are you prepared to work hard and take the opportunity for training to gain further qualifications?
26. What do you think are your strengths / weaknesses?
27. Do you have any questions?