Dear ‘Mock Interviewers’

Thank you for agreeing to participate in the mock interviews here in Newbridge College, which will be held next Tuesday Evening – 6th May, 2014. We would like to draw your attention to the following points:

* You are asked to congregate in the **college refectory at 7.10pm** for a brief introduction to the evening and to give you your interview pack for the evening.  Where possible we have formed interview panels of at least two people.
* **First interviews should commence at 7.30pm** and every half hour thereafter.  Each interview panel for the most part is scheduled to conduct four interviews.  Please try to keep to this time schedule as other students will be arriving for their interviews based on this.
* Assessment forms are in your pack to be completed at the end of the interview. Please go through the assessment form with the candidate, on completion of the interview, but keep the paper copy.
* A suggested list of possible questions is also available, which includes space for notes. This is not a definitive list, so feel free to use your own discretion on its usage.
* This is a **FORMAL** interview, focusing primarily on interview skills, CV, hobbies, subject choice and future career plans/research and should last no longer than 20 minutes maximum.
* The student should then be requested to leave the room briefly so as to allow the interview board complete the assessment form and agree on feedback to be given to the student.  The student is invited back into the room briefly to receive feedback.
* **Again, as the evening is scheduled very tightly, it is important that the entire process is completed within a half-hour period.**
* On completion of interviews, you are invited for refreshments in the college staffroom.

Finally, can we request that you reply to this email very briefly to confirm your attendance at the interviews on Tuesday, 6th.  If you become unable to attend for some reason please let us know as early as possible as we will need to try to get a replacement.

Kind Regards

Brian Howard

Catherine Cawley Walsh

School Guidance Counsellors