





Civil Service
Local

VOLUNTEERING OPPORTUNITY

If you wish to take up this opportunity during work time, please ensure that you check whether it complies with your own Department's volunteering policy, before applying.

Location	Sheffield
Date	4 th December 2014
Organisation	 support clients to help them into more permanent accommodation and into work.
Description of opportunity	<p>This is an opportunity to understand the recruitment process from the 'other side of the table'.</p>  <p>needs Civil Service volunteers to deliver mock interviews for their clients. Volunteers will have the chance to be an interview panellist in a very realistic setting. The interviews will be carried out in offices in Sheffield. Job specifications and sample interview questions will be provided to ensure consistency. Volunteers will work in pairs and undertake about 3 interviews over 4 hours. You will need to keep notes and give feedback to candidates. No previous experience is needed and you will be fully briefed for the session. A similar programme is running in the West Midlands and all volunteers have commented on how much they have gained from the experience for their own development. Other agencies in Sheffield are likely to want to take part in this initiative and up to 4 sessions per year will be run with about 15 'candidates' per session.</p>
Duration	4 hours once or twice per year
Close date	3 rd November 2014
How to apply/more information	To apply and for further information contact: Richard.hill1@hmrc.gsi.gov.uk mailto:Richard.Hill1@hmrc.gsi.gov.uk by email or phone on 03000 569410
Your feedback	If you take up this opportunity we would be grateful for some feedback on your experience. Please e-mail mailto:richard.armstrong@csresourcing.gsi.gov.uk and Richard Hill with any comments.