



CIVIL SERVICE

Local

VOLUNTEERING OPPORTUNITY

West Midlands

Reference	
Location	Willenhall E-ACT Academy Furzebank Way Willenhall West Midlands WV12 4BD
Date(s)	Thursday 12 th February 2015
Organisation	Walsall Education Business Partnership
Type of Opportunity	Mock / Practice Interviews
Duration	08.30 – 15.00
Brief Description	
What does the opportunity involve?	<p>The day will see year 10 students from Willenhall E-ACT Academy taking part in a mock/practice interview. Interviews will be taking place in the school. Most pupils will have completed an application form and CV beforehand and volunteers will have chance at the start of the day to review these documents before meeting the students. Supporters are asked to interview around seven or eight young people across the day and to assess their performance during the interview itself. These mock interviews are not designed to assess the individual's suitability for employment but to help give them a realistic first interview with relevant and appropriate feedback on performance in a safe and friendly environment.</p>
What will the volunteer do?	<p>Volunteers will interview each student for approximately 15 minutes, followed by a 10 minute direct feedback session with the student, giving them advice and guidance on their performance and or areas of improvement. Supporters will then have a short 5 minute interlude to complete a feedback form for each interview that will be given to the school for further discussion with the students post event.</p>

What skills are required?	Anyone who has a desire to work with young people. Interview skills would be welcomed but are not absolutely necessary. This event can also be used for non-managerial posts to gain experience of interview techniques with young people.
Training required?	No training is required – a full briefing will be given prior to and on the morning of the event prior to start.
Closing Date	Friday 31 st January 2015
Further Information	Approval from your department line manager required to participate in this opportunity for any additional information regarding opportunity contact: Ashaq Elli (CSL) Email : ashaq.elli@jobcentreplus.gsi.gov.uk or ashaq.elli@hmrc.gsi.gov.uk Phone: 07540615069
How to Apply	For further information about this opportunity , please contact Sarah Harrison on 01922 424200 or by email at BusinessSupport@walsallebp.co.uk
Your feedback sought	If you do take up this opportunity, please let us know. We would also welcome feedback about your experience, so please do let Ash know.