### Resume for BP interview core activity

Name
Date of birth (not needed for this activity)
Address (not needed for this activity)
Telephone/e-mail (not needed for this activity)
Employment details (include any part-time jobs/work experience, start with most recent - give approx.
from/to dates and a short description of your responsibilities)
Special skills (e.g. IT, languages spoken, any special training)
Achievements (e.g. positions of responsibility, awards in/out of school including music, sport, etc.)
Primary school(s) attended (first one first)
Secondary school(s) attended
Qualifications (type, subject and grade)
Hobbies and interests (include extra curricula activities, team activities, things you enjoy doing)

Referees (one academic e.g. a teacher and one employment or personal referee) (not needed for this activity)

2

## **Mock Interview**

### **Competency questions**

Please read the notes in front of the questions, as they will help you with your answers.

#### 1) Relating to People

We will be looking for evidence that you:

- try to get along with other people
- can understand things from other people's points of view
- listen well and are easy to talk to
- do your share of the work of the team
- help others in the team
- demonstrate respect for others and are willing to learn from them
- are willing to take the lead when necessary.

In addition to the example you write about below (which can be from school, home or a club/society you belong to), you may also be invited to talk about other examples which you will not have written about during the interview.

Write about a time in the past 2 years when you worked really well as a member of a team.

a) Start by setting the scene - give us any useful general information about the team.

3

# **Mock Interview**

## **Competency questions**

b) Write about your role in the team and what you actually did to help make
the team successful. Make sure you talk about what you (not other people)
did to make this experience so successful. Use 'I' did rather than 'we' or 'they' did.
a) Write about what your impact on the team was
c) Write about what your impact on the team was.
c) Write about what your impact on the team was.
c) Write about what your impact on the team was.
c) Write about what your impact on the team was.
c) Write about what your impact on the team was.
c) Write about what your impact on the team was.
c) Write about what your impact on the team was.
c) Write about what your impact on the team was.
c) Write about what your impact on the team was.

4

#### **Competency questions**

#### 2) Passion to Excel

We will be looking for evidence that you:

- plan and organize things to complete things on time
- set and achieve challenging goals and targets
- don't give up easily
- dig beneath the obvious to get to the facts
- do things before being asked to or forced to by events
- seize opportunities
- overcome problems
- adapt well to change.

In addition to the example you write about below (which can be fin school, home or a club/society you belong to), you may also be invited to talk about other examples which you will not have written about during the interview.

Write about a time in the past 2 years when youachieved something really significant on your own or overcame a difficult challenge.

a) Start by setting the scene – give us any useful general information
about the significant event/challenge.

5

### **Competency questions**

b) Write about what you actually did. Make sure you talk about what you (not other people) did to make this experience so successful. Use 'I' did rather than 'we' or 'they' did.							
	did to make this e	experience so si	uccessful. Us	e 'I' did rather i	than 'we' or 'th	ey´did.	
	c) Write about w	hat the outcor	ne was.				

6

#### Student self evaluation form

This form is almost identical to the one your interviewer is now completing. Please fill this one in about yourself and how you think you may have performed. Please tick a descriptor and where appropriate write a comment about the your CV and interview performance.

Name of student									
1) Resume (e.g. easy to read, spelling mistakes, all sections complete)									
Excellent	Good 🗌	Acceptable	Needs further impovement						
_		nal appearance smart							
Excellent	Good 🗌	Acceptable	Needs further impovement						
3) Body langua			No de Carlo d'accessor						
		Acceptable []	Needs further impovement						
4) Evidence of outside interests or achievements (enthusiastic or not?)									
Excellent	Good 🗌	Acceptable	Needs further impovement						
5) Communicat	iion skills (e.g. c	clarity of answers, co	nfidence in speaking)						
Excellent			Needs further impovement						