

Q

Why do you want this job?

A

I've researched the job, and found that my skills and interests really fit the role. I'm good at planning and organising, have great attention to detail and would like to learn new skills. I think I'd be a great match for your company.

What are you looking for in a job?

I'm looking for a job where I can work as part of a team and learn from others. And I'll be happy that I've pushed myself to do something new.

What are three words your parents, carers or teachers might use to describe you?

Responsible, because I help look after my little sister by making sure she gets home from school safely; organised, because I have a lot to do at school and out of school but make sure I'm organised enough to do it all; and smart, because I'm studying things I'm interested in and doing my best to achieve good grades.

Describe a time you worked as part of a team

I was part of an editorial team putting together a new school magazine. I worked with the people who wrote the stories to make sure that the photos I took tied in with the theme. The magazine sold well at the school fair and we raised money for school funds.

Can you tell me about a time when you had to do lots of things at once?

I do some things after school like tennis and had a lot of coursework to finish off by the end of the term as well. I marked my calendar with all of my tennis practices and plans I had made with friends, and I made a list of everything I had to finish off. I could see what was most important and when I'd have to get things finished in order to get everything done on time. Keeping to the list helped as I could tick things off when they were completed.

Q

What makes you the best person for this job?

A

I'd like to think I've shown you I've got the skills and experience required for this job. I'm good at communicating and working in teams. I'm good at solving problems; I'm flexible and enjoy learning new things. From what I know, and what you've told me about the job, I think I'd be an asset to your company.

What's your biggest weakness?

I sometimes act too quickly, but I've learned to make a thorough checklist before I start a new task or project which means I don't miss anything or rush into things without thinking them through.

Have you ever had to deal with being in a team with people you don't get on with?

I work in a shop, and some people in my team weren't getting on. I spoke to my boss about it and she called a meeting to discuss the problems and we were able to talk them through in the team. Things got a lot better after that.

What do you like to do in your spare time?

I'm part of a tennis team, as I said, and I really enjoy it. As well as loving to play, it's meant I've made some good friends and been part of a team. We have all been helping each other to improve some of the skills we needed to work on and we've been playing much better because of that. I also like to write for the school paper and have to do research and interview people which is fun. I like being with my friends as well and we go out together.

Do you have any questions to ask me?

Yes. Can you tell me a bit about what training might be offered in this role? What kind of opportunities are there for personal development within your company?

Q

Why do you want this job?

A

I think I could do it, and I need the money.

What are you looking for in a job?

Just something that I don't hate doing I suppose.

What are three words your parents, carers or teachers might use to describe you?

Organised, responsible and smart? Because I think I am those things.

Describe a time you worked as part of a team

I had to be part of a team for a project in school. I did a few bits of work which I knew how to do and other people did the rest of it, so we never had to do that much work.

Can you tell me about a time when you had to do lots of things at once?

I got given three different pieces of homework for the same weekend I wanted to go to a party, so I had to do all of them on the Sunday night as I wanted to use the Friday to talk to my friends about how we'd get there and what we were wearing – and I was too tired on Sunday morning! There might have been a few mistakes but I handed something in.

Q

What makes you the best person for this job?

A

I just think I would be really good here. I could work hard.

What's your biggest weakness?

I don't have any weaknesses!

Have you ever had to deal with being in a team with people you don't get on with?

I worked with a girl who annoyed me, so we argued quite a lot. But I just told her to leave me alone so now we don't speak to each other unless we have to.

What do you like to do in your spare time?

I like hanging around with my friends, we don't get up to much really. There's nothing to do around here.

Do you have any questions to ask me?

Uhhh... not really. What kind of holidays would I get?