

Embedding Mock Interviews Into Your Curriculum

Employability is being hard-coded into curricula and independent schools are leading that charge. A key focus for many of these is developing interview readiness.

Shortlist.Me transitions the mock interview process online. Used by 30+ institutions, our solution enables schools to embed interviews into their curricula in order to prepare and assess students' presentation skills.



Practice interviews

are used to give students an experience of what it's like to interview online. Students work through interviews at their own pace, following self-evaluation criteria to learn independently.



Assessed interviews

are used to assess students' interview skills. Students complete interviews within a specified time period. Completed interviews are made available to an assessment panel ready for evaluation.

**Practice and Assessed interviews can be combined into a single workflow*

Specify the goal

(Practice and/or Assessed)

Schedule your interview and invite students

Upload the data

to your Learning Management System

1



2



3



4



5



Create a bespoke question set

or use those that Shortlist.Me has recommended

Evaluate the responses

(score or provide feedback)

Case Study:

Highgate School

HIGHGATE

Voted Independent School of the Year at the Times Educational Supplement (TES) Awards 2020, Highgate School in North London is renowned for its academic innovation. The school uses Shortlist.Me in sessions with Year 12 students, to equip them with the knowledge and skills needed to tackle future video interviews.

Amandeep Jaspal, Careers and Employability Specialist at Highgate School, explains the benefits of Shortlist.Me:

"I worked in graduate recruitment before I came to Highgate. I've seen first-hand the increasing use of remote interview methods being used by employers – and the struggles that candidates face in navigating them.



For many young people, their first interview experience is a real one with an employer. Using this software, pupils can try out video interviewing, in a safe space, in preparation for that moment.

I would encourage any school or college to adopt a similar approach – Shortlist.Me is such a great development tool. Once the system is set up and ready, with support from the Shortlist.Me team, it is intuitive and straightforward for pupils and staff members to use.

Developing and practising interview skills and techniques, in readiness for future recruitment processes, is a key part of our Personal, Social, Health and Economic Education programme for 16 and 17-year-olds.

As part of our careers programme, pupils explore recruitment methods, learn about competency and skills-based questioning and think about body language; Shortlist.Me enables these sessions to be more interactive.

We don't grade pupils on their performance – it is purely for self-development and peer learning. In pairs or groups of three, they watch and discuss their responses, guided by Highgate staff and using the Shortlist.Me self-evaluation criteria for reflection.

At the end of the school year once pupils have had their four sessions, they then also have a face-to-face practice interview with an external volunteer from the local community (largely made up of our alumni and parents) and they can also receive additional support as and when they need it.

The student response has been overwhelmingly positive:

"Once pupils get over their initial reticence to see and hear themselves on-screen, they really open up, and the whole class gets involved."

"One Year 13 pupil was accepted onto a degree programme sponsored by multinational professional services network PwC, and credited Shortlist.Me sessions a year previously as giving him the tools to succeed at interview."

"When pupils have a practice face-to-face interview, they reflect on the Shortlist.Me sessions and further realise and acknowledge how useful they are."