INSPIRING WORCESTERSHIRE

# SPEED INTERVIEWING EVENT ORGANISER CRIB SHEET

## PROGRAMME NAME

SCHOOL NAME / PROJECT NAME

## VENUE

ADDRESS INCLUDING POSTCODE (PROVIDE A SEPARATE MAP DETAILING CAR PARKING ARRANGEMENTS TOO)

## DATE

DAY, DATE AND TIME

## EQUIPMENT

Provide scoring sheets for the employers for each of their interviews
Interview tables with 2-3 chairs
Signs with employer names displayed
Refreshments - tea, coffee, water, juice and biscuits

## TIMES

3.00 employers arrive - set up interview space
3.15 welcome & housekeeping announcement
3.30 - 6.30 interviews at 15 min intervals

Interview schedule will be kept strictly to time by the sounding of a whistle or horn.

## ARRANGEMENTS

PRIOR TO THE EVENT
Prepare and issue event briefing sheets to employers and candidates on what to prepare (e.g. extra copies of CV, employers to bring pull-up banners)
Prepare interview timetable (see attached sample). Ensure break times are built in for employers.
ON THE DAY CHECKLIST
Arrive at least an hour prior to the event to set up interview tables
Welcome, housekeeping and thank you announcement to include thanks to employers, students and parents, fire alarm meeting point, no-smoking policy/smoking shelter location,
Appoint staff helpers to the roles of:
- signing in
- facilitator (ticking off candidates as they attended interviews, rescheduling any students who arrived late or adding in extra interviews for candidates as extra interview practice.)
- set up 'mission control' table for someone to organise paperwork as it is returned from candidates and employers (parental and photo consent forms, interview score sheets and feedback forms)

worcestershire county council
THE CAREERS & ENTERPRISE COMPANY
Worcestershire Local Enterprise Partnership

## ARRANGEMENTS CONTINUED