

Title: Interview Guidance

Purpose: The purpose of Mock interview is to provide aspirants with an opportunity to practice for an interview, gain confidence, overcome fears, receive constructive feedback for improvement. Thus, helping them to tackle real interviews well

Location: The mock interviews are preferably conducted at corporate offices for our aspirants belonging to Kurla, Bhandup, Govandi, Ghatkopar, Kandivali East, Kandivali West, Lower Parel, Ambadi, and Nallasopara centers.

Key responsibilities:

1. To understand the background of aspirants and purpose of mock interviews
2. To prepare a list of interview questions, check for improvements with Bright Future team and practice before taking mock interviews
3. To conduct 3 interviews in a period of 3 months in a professional manner and give constructive feedback
4. To provide guidance, motivation or any help to aspirants in area of interview-handling

Points to be noted:

1. To ensure that all 30 aspirants of one batch are interviewed by the same company in the same premises. If hosting 30 aspirants is an issue at once, then the batch can be split in two groups (15 in each group). In case, a batch of 30 is divided into two, the 2nd batch needs to complete with Mock Interviews on the same day/ next day/ latest by next week and not later than that.
2. On the day of Mock Interviews, if we have split the batch of 30 into two we can even do store visit for a group of 15 and mock interview for other group of 15 depending on store manager availability.
3. To ensure that every aspirants gets minimum 15 minutes for one on one personal Mock Interview + feedback. Keeping this in mind if one volunteer signs up for the program he can conduct 4 interviews in one hour.

Time duration: 4 hours each on the actual day of mock interview and some time for coordination, planning and preparation prior to the visit

Time commitment: 3 days in the period of 3 months

Skills or Experience required:

1. Experience of conducting interviews
2. Ability to constructive feedback for improvement
3. Communication skills
4. Motivating
5. Interest to work with Youth