



Passport to your future

Your future, your hands

Suggested format for first round interview.

Each property is likely to run their first interview in a different way. Below is a suggested format.

You can either ask people to all arrive at the same time, or do you want to invite them in small groups of say four to ten?

When people arrive the itinerary **could** include:

1. A talk about the project from the line manager. (A Powerpoint was available to support this).
2. A circuit of activities which would include:-
An individual interview of ten to fifteen minutes, which should be run by the line manager and one other person. In this you will test:-
 - a. Somebody that can demonstrate that they will benefit from this experience by:-
 - i. Describing the benefit that this opportunity will bring to them as a person; how it will help them to build a different future and what impact this will have.
 - ii. Describing how this opportunity will help them reach their potential.The questions to test this are set out.
 - b. A practical test.

Set a **series of** short activities that test whether the candidate has the skills and abilities to do the role. (see 'What are we looking for in a Passport to your Future Trainee at (property name)' for details of which skills and abilities should be tested for here). This should be measured according to Line Managers guidance on recruiting. This should be run and measured by an appropriate member of staff separate from yourself. (You will not have time).

3. Find out about candidates skills and interests. This will not be scored, **but brief notes should be taken so that each candidate can be successfully sign posted to appropriate opportunities on site if they are unsuccessful in their application for this role.** This could be done in a number of ways.
 1. The volunteer coordinator or VE manager could talk to each person individually for about 5 minutes. (remember this is not scored).
 2. The volunteer coordinator, the VE manager or other appropriate member of staff or volunteer, could have a round the table discussion, with about 6 or 7 candidates in each group, where they talk to them about their skills and interests and the opportunities available.
 3. Volunteers already working at the property could come and talk to candidates about their role, engaging the candidates in the possibilities at the property and finding out what they would be interested in.

Please ask the person running this session to make notes about what the person is interested in and the opportunities they think may match this person, so that you can contact them at a later stage and appropriately sign post them to specific roles on site if they are interested.