

Get Started with

Employability Skills

Guide for employers

Employability Skills

Supporting young people with their employability skills involves providing an opportunity to take part in a Mock Interview scenario or to have their CV reviewed and receive feedback.

Mock Interviews

You may be invited to attend a Mock Interview event, where you will be able to help prepare young people for the world of work by supporting them with interview practice.

During the Mock Interview

For some young people, the mock interview may be their first interaction with an employer and first interview experience. This can be nerve-racking, so use welcoming body language and active listening skills. If a young person is struggling, use prompts or rephrase the question.

Mock Interview Feedback

You may be asked to provide verbal or written feedback. Some schools may provide a template for this. It is important that feedback focuses on the positives and what went well. It is also a good idea to suggest how future interviews could be improved.

Mock Interview FAQs

- Date and time will be arranged by the school
- You may be asked to attend for an hour, or a portion of the day
- Mock interview typically last 20 minutes, with 5-10 minutes for feedback
- You will be provided with a list of questions for the young person

Checking a CV

CVs are vital for young people entering the labour market, as they are often the first step in a recruitment process. Insight and feedback can help young people to present themselves as ideal candidates for employment, volunteering or apprenticeship opportunities.

Providing feedback

Schools might ask for verbal and/or written feedback. Your DYW School Coordinator may be able to provide a template to support this. When checking a young person's CV, consider:

layout

content

language, grammar, spelling

- Your feedback should focus on the positives and offer constructive suggestions on where the CV could be improved.
- What skills/attitudes/experience would you like to see on an application form or CV and are they present or are any missing?
- How should the young person highlight their skills/attitudes/experience, and if they do not have this, what are your suggestions for development?
- What stands out most about the CV, and what should stand out more to get an interview?

Find out More

Employability skills are the focus of [DYW Skills Academy](#). If you would like to find out more about supporting young people with Mock Interviews or CV Checks, please speak to your local [DYW Regional Group](#).

DYW Scotland also offer free training to support employers. Find out more [here](#).