

**UCL CAREERS**

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| Practice Interview Request Form |  |

### All interviews are different so, we can only offer role-play Practice Interviews when you have been invited to a real one and are able to provide us with information about it. Whilst it is impossible to exactly replicate what will come up at your real interview, our team will use all of the information provided here about the role / opportunity, the recruiter and the format of the interview to put together a series of questions typical of those likely to be asked at the type of interview you’ve invited to so that you’re able to practice your answers and get experience of the interview process.

### We also ask about previous interview experience so that we’re able to focus on specific areas where you feel improvement might be needed based on feedback from past interviews.

### After the role play exercise, you’ll receive feedback and tips on the suitability of your responses based on what you’re applying for and your interview technique in general plus have the opportunity to discuss any other questions / concerns you might have about your real interview.

We would ask you to prepare for any practice interview session as if it were the real thing using the resources we provide on the [UCL Careers website](https://www.ucl.ac.uk/careers/interviews) and by [attending relevant careers events](https://uclcareers.targetconnect.net/leap/events.html).

### IMPORTANT: We will be unable to book a time / date for your Practice Interview unless you have completed this form in full and attached a copy of your CV / application for the role.

## Personal details:

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| First / preferred name: | Surname: |
| Student Number: (‘SN’ - see UCL ID card): | (PostDoc Research Staff members should add their Staff UPI here – also on your UCL ID card) |

## Details of what you’re being interviewed for:

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| Job or Course title: | Recruiter / Course provider: |
| Date of your real interview: | |
| Job specification or course description: Where details of what you’ve applied for are still available online, you can simply provide the url\* here. Please make sure that you also have this information saved locally though, as links can expire. Alternatively, please copy / paste the full job or course description and / or person specification / requirements from original advert onto this form. (If our team don’t know what the recruiter is looking for, it’s difficult to provide an effective coaching session so, include as much detail as possible).  \***Note: If you found the job on** [**myUCLCareers**](https://uclcareers.targetconnect.net/leap/jobs.html)**, please enter the vacancy ‘Share Link’ here NOT the page URL.** | |
| Format of the interview: Copy / paste all of the information that the recruiter has sent you as part of your interview invite. | |
| Tell us why you would like a Practice Interview:Everyone will have different reasons for wanting to practice through this type of role play exercise, (rather than simply booking one of our [‘Short Guidance’ type appointments through myUCLCareers](https://uclcareers.targetconnect.net/leap/appointments.html) to ask questions about interview preparation). The more information you can provide about how you think this type of session will be useful will help our team to focus on your specific areas of concern during the interview exercise. | |
| Thoughts / feedback from previous interview experience:  This can be from any type of interview to help our team to focus on potential areas for development – provide up to two recent examples.  **Interview 1:**  Interviewed for: (Job title / course and recruiter details):  Comments about the interview (e.g. what went well / things you found difficult / what could be improved etc.): Interview 2: (as above) | |
| Is there anything else you would like our team to know? | |
| Tick here to confirm that you have attached your application or CV and covering letter: | |

Once complete, this form should be emailed to [careers@ucl.ac.uk](mailto:careers@ucl.ac.uk?subject=Practice%20interview%20request%20for%20a%20real%20interview%20on%20[enter%20date]), (flagging your real interview date in the subject line), and our team will contact you to let you know what appointment availability we have. **Note:** Missing information will delay the process of booking your appointment.