



Year 9

JP Morgan

Mock Interview Workbook

Name_____

Tutor_____

Please tick which job you have chosen at the end of the activity.

☐

Chef de Partie

☐

Administration Assistant

Introduction

Interviews are something that everyone finds challenging,

It is so important that you can practise for interviews, so that you feel more confident and prepared to answer whatever questions you may face.

One thing to remember, an interview is a two-way process. It is a chance for you to “show-off”, to tell the employer why they need you to work in their organisation.

It is also, though, the opportunity for an employer to see whether you “fit” into their organisation.

Preparation

When preparing for interviews, it is important to research the role thoroughly by making notes on any information regarding the job and researching the organisation.

- Read the job description and person specification carefully these are on the next pages. Be clear on the skills and qualities the employer is looking for.
- Check the company website to find out more about its products or services and their plans for the future.
- Think about things the employer may ask you about.
- Prepare some examples that show you have the right skills, personal qualities and experience.
- Think of 2 or 3 questions of your own that you can ask at the end of your interview, to show you’re enthusiastic about the job.

Before you go into the interview:

- You may want to use breathing techniques to calm yourself - try to remember, a few nerves are normal.
- Smile and greet your interviewer with confidence.

The interview

In the interview, remember to:

- Be polite and use the right language and tone for a formal situation, introduce yourself.
- Listen to the questions and think before you begin your answers.

- Ask the interviewer to repeat or explain further if you do not understand a question.
- Be positive about your experiences. If you've faced difficult situations, show what you learned from them.
- Be honest and assertive.

At the end of the interview, thank the employer for their time.

The next pages of this booklet outline the jobs that you will be researching and interviewing for. Read them through carefully.

Job Descriptions

ABOUT US

JP Morgan Chase is one of the world's oldest, largest and best-known financial institutions. With a history that traces back to 1799 in New York City they now operate in over 60 countries. J.P. Morgan is a global leader in financial services, providing strategic advice and products to the world's most prominent corporations, governments, wealthy individuals and institutional investors.

They offer first-class business in a first-class way and their approach to serving clients drives everything they do. They strive to build trusted, long-term partnerships to help clients achieve their business objectives.

JP Morgan recognize that people are their strength and the diverse talents that are part of the workforce are directly linked to their success. They are an equal opportunity employer and place a high value on diversity and inclusion.

Business Areas Include,

- Asset and Wealth Management
- Commercial Banking
- Consumer and Community Banking
- Corporate and Investment Banking
- Corporate Functions
- Technology

JOB 1

Chef de Partie

J.P. Morgan is looking for a talented Chef de Partie to join our resident Amenity Services department in London. As a Chef de Partie in Amenity Services Team, you will:

Job Responsibilities

- Work from Monday to Friday (free weekends & bank holidays!) within an exceptional global business.
- Join a great, dynamic, and diverse team based in our office at Canary Wharf.
- Access exceptional annual leave.
- Get one of the best benefit packages in hospitality.
- Join a team prized by Sustainable Restaurant Association Job responsibilities.
- Ensures all dishes are prepared, cooked, and always served to the highest standard in line with menu specifications.
- Assist Senior Sous Chefs in creating menu, recipes and developing dishes.
- Ensures good Health & Safety and food hygiene practices are always followed.
- Looks constantly for the ways to elevate customer experience.
- Ensures adequate stocks of food are maintained, controlled and secured.
- Assists in training of junior staff.

Required qualifications, capabilities and skills.

- Experience of a fast paced, high standards driven, working kitchen environment in a Chef de Partie position.
- Strong team player with an ability to pull together multiple partners in a productive, team environment.

Conscious of labour requirements and rotas.

- Ability to motivate themselves and others around them.
- Ability to demonstrate flexibility and operate in a changeable environment.

- Culinary qualifications
- Basic Ms Office Package knowledge

JOB 2

Administrative Assistant

J.P Morgan is looking for a successful Administrative Assistant who has excellent attention to detail, high energy and flexibility to working in a high-paced deadline driven organisation.

In this role you will need to work well in a team environment, be able to represent the manager/group with professional courtesy and deliver flawless work output.

Job Responsibilities

- Maintain complex and detailed calendars. Screen incoming calls and determine the level of priority.
- Manage the coordination and logistics of both internal and external meetings. Arrange and coordinate complicated domestic and international travel.
- Organise all aspects for offsite conferences and external events, including catering and transportation.

Process invoices and expense claims for team members. Ensure all policies are followed and items are processed within provided guidelines.

- Assist with staff on-boarding and off-boarding, which includes requesting equipment setup and system access.
- Produce high quality emails and messages to individuals at all levels of the organisation.
- Handle regular activities without prompting and advise in advance with issues or delays. Assist in editing spreadsheets and presentations, including printing and binding, for client meetings.
- Work cooperatively with the administrative assistant's team, in positive partnership to support each other smoothly.

Lead and coordinate on ad hoc projects as requested.

Required Qualifications, Capabilities, And Skills

- Advanced ability to organise and be self-motivated.
- Tact and good judgment in confidential situations, and proven experience interacting with senior management.
- Strong interpersonal, written, and oral communication skills.
- Strong proficiency in Microsoft Office and excellent IT skills.
- Excellent telephone etiquette and ability to manage competing priorities i.e. calendar management.

Task 1 Researching the job and the organisation.

Now select one job that you wish to work on and in your groups think about answering the following questions.

Which job role are you researching?

1. What responsibilities/tasks does this job entail?

2. What does a career path in this role look like?

3. What qualifications might you need?

4. What skills are important for this job? For example, teamwork, communication, problem solving, leadership.

Task 2 Preparing for the interview.

Now think about answering the following questions which you will be asked during your mock interview. Remember you may get questions asked from any of these examples and be expected to answer so make sure you prepare something for each answer.

About yourself

1. Tell me about yourself. (What do you enjoy and what are some of your achievements so far?) _____

2. Can you tell me about your biggest achievement or accomplishment so far? _____

3. What subjects do you enjoy at school? _____

4. What are your hobbies and interests? _____

5. What do you hope to do in the future? What do you need to do to prepare yourself for this? _____

6. What makes you stand out from the crowd? _____

7. What motivates you and why? _____

8. What are your main strengths? _____

Skills for the job

1. What skills do you have which relate to the job? _____

2. Can you give me an example of when you have communicated clearly and confidently in a difficult situation? _____

3. Can you give an example of a time when you feel you have gone beyond what was required of you, at school or at home? _____

4. Give me an example of when you have had to deal with a difficult situation, what was the situation and how did you resolve it? _____

5. Can you give me an example of when you have used problem solving skills? _____

6. Can you tell me about a time when you have used your organisation and time management

skills. _____

7. Can you give me an example of when you have used or developed your IT skills? _____

8. When have you used leadership skills? _____

9. Can you give me an example of when you have worked well within a team what went well and what didn't go so well? _____

10. How do you manage deadlines? _____

Research around the employer.

1. Can you tell me what you know about the organisation the job is with? _____

2. Can you tell me anything you have found out about JP Morgan and what we do? _____

3. Why would you like to work for us? _____

4. Example questions you would like to ask the employer. _____

