

MOCK INTERVIEW PROGRAM GUIDE

(Updated 01/26/2009)

Please read all information presented here, and then fill out the form below. After submitting the form, please call our office for an appointment

1. Review the information presented here, including [Preparing for the Interview](#) and [Behavioral Interview](#), prior to your interview. This information is essential to a successful mock interview!
2. Bring **two** copies of a completed, up-to-date resume to your interview. Failure to do so will result in cancellation of your interview. Hand one copy to the interviewer and keep one copy for your own reference during the actual interview. The interviewer's copy of your resume will be returned to you at the end of your interview. If you would like a professional critique of your resume in advance of your mock interview, you may contact the Career Services receptionist at 453-2391 for an appointment.
3. **Dress professionally** as outlined in far expectations as an interview. Look the part. Even if you are participating in a Mock Interview, you are expected to dress appropriately. Absolutely no jeans. If you are not appropriately and professionally dressed for the interview, the interview will not take place, and you will have to reschedule.
4. **Arrive at least fifteen minutes early.** Check in with the receptionist, Woody Hall B204. If you are not at least fifteen minutes early for the interview, the interview will take place at the interviewer's discretion. This could potentially be seen as a "no show".
5. **Mock interviews are recorded on a DVD.** When the interview is completed, the interviewer will review the recording with you. The DVD will be available for you to purchase, otherwise will be erased.

IF THIS IS PART OF A CLASS ASSIGNMENT, BE ADVISED THAT YOUR INSTRUCTOR WILL RECEIVE AN EVALUATION

The entire interview process will take approximately one hour. Be prepared to stay "in character" for the duration of the Mock Interview. Just as in a real interview, there will be no opportunity to stop and start again. Please keep in mind that a Mock Interview is treated like an actual Interview.

Cancellations/No Shows Policy If you need to cancel/reschedule your Mock Interview, **you must give 24-hour notice by calling 453-2391.** If calling after hours the office does have a voice mail system. Please leave a clear message with your name, phone number and reason for the call. **If you do not meet the 24-hour requirement or are late you will be classified as a "no show."** You must write a [letter of apology](#) to the interviewer and **discuss why you did not cancel 24hours** in advance (bring your apology letter to the appointment). Bring documentation for the reason the interview was missed whenever possible. Due to the demand for this program, if you miss your scheduled appointment, **you may not be able to reschedule.** If you are a "no show" for a rescheduled mock interview, you will not be allowed to reschedule.

MOCK INTERVIEW STEP BY STEP PROCESS

To avoid any confusion during the mock interview process here is an outline of what all students can expect to experience.

1. Student signs up for interview online, provides job description (if applicable)
 - i. **No job description provided:** Student can expect general behavioral interview questions. Student needs to be prepared to answer these questions as they would in an actual interview for a job they would apply to in the future.
 - ii. **Job description provided:** Student can expect to have a more realistic interview experience, based off the position provided. The student will need to be prepared to act as if they are truly interviewing for this position, as the Career Services Staff member will also be doing so.
2. Once the student arrives to the Career Services Department office, the interview begins.
3. Student arrives early to interview appointment, and waits in lobby for Career Services Staff member to greet them.
4. Student needs to be courteous respectful and professional while waiting in the lobby. No phones iPods or other electronic devices.
5. The student should then follow the lead of the staff member.
6. Once in the interview room, the staff member will turn on the camera, and the questioning will begin.
7. Once the question portion is complete, the interviewer will turn off the camera, and prepare to watch the DVD.
8. The student will then participate in the feedback and self-critique of the interview while watching the DVD. *Be prepared to participate fully in this process!
9. The interviewer will also go over interview handouts with each student to ensure understanding of do's and don'ts of interviewing.
10. Once feedback/critique is complete, the staff member will fill out an evaluation form on the interview with the student.
11. The student will receive a copy of the evaluation, other helpful interview handouts, and then the student will fill out an evaluation of the Mock Interview process.
12. The student will then have the option to purchase the DVD of their interview.
13. The Career Services staff member will mail the professors an evaluation if applicable.

[Click here to schedule an appointment.](#)