



Mock Interview Guide

Mock Interview Fact Sheet

A fact sheet that provides a definition and learning objectives for the activity.

WBL Connector Checklist

A checklist of steps to guide WBL Connectors in creating successful Mock Interviews for all parties.

Student/Learner Checklist

A checklist for students/learners participating in a Mock Interview that facilitates deeper learning from the work-based learning experience.

Teacher/Faculty Tip Sheet

Tips for teachers/faculty that describes ways to connect the experience to the larger curriculum.

Employer Tip Sheet

Tips for employee volunteers participating in a Mock Interview to support their engagement.

Employer Fact Sheet

Facts about Mock Interviews to help employers decide whether their company or organization can participate.

Implementation Tools

Preparing Student/Learner for a Mock Interview

A teacher/faculty guide to preparing students/learners for mock interviews.

Sample Mock Interview Questions for Employers

Sample questions for employer volunteers to use in a mock interview.

Mock Interview Rating Sheet

A rating sheet for employer volunteers to use when rating student/learner performance in a mock interview.

Informational Interview Student/Learner Reflection

A worksheet and discussion guide that supports student/learner reflection after the activity.



Mock Interview Fact Sheet

Mock Interview

A Mock Interview is a highly structured Career Awareness activity in which students/learners are paired one-on-one with a business partner who interviews each student/learner as if he/she were being interviewed by an employer for a paid internship or job. Mock Interviews can be held at the school but are more valuable if held at a workplace.

The experience allows students/learners to practice their interviewing skills and professional behaviors while at the same time developing a level of comfort in communicating with professionals. A Mock Interview also offers the chance to demonstrate the connection between academic concepts being taught in school and how they are applied in the workplace.

Mock Interviews are one activity in the continuum of authentic work-based experiences provided to all students/learners engaged in career-related programs or course of study in the Earn & Learn community.

Mock Interviews are designed to:

- Provide students/learners an opportunity to practice and demonstrate key work-readiness skills, including communication, critical thinking, workplace appearance and timeliness.
- Help students/learners practice a work-readiness skill.
- Allow students/learners to develop a level of comfort in communicating with adult professionals.

Mock Interviews are structured to:

- Enhance workplace knowledge.
- Expose students/learners to the skill sets and education/training required for jobs.
- Simulate an actual job interview.
- Promote student/learner and adult interactions.

Mock Interviews are supported by:

- Student/learner preparation and research in the classroom and online.
- Opportunities to reflect upon the experience verbally and in writing.
- Employer assessment and feedback regarding students'/learners' interviewing skills.

Mock Interviews are connected to:

- Classroom learning.
- Individual career development/training plans.
- The development or updating of a resume.

Mock Interview Options

Option #1: Group Visit. Students visit a worksite as a group and participate in one-on-one mock interviews with employee volunteers. Can happen as part of a Workplace Tour or as a separate activity. Students interview for a generic position, but scenarios may be used to provide context. Group orientations are provided for students/learners (at the school) and employee volunteers (at the workplace).

Option #2: At the School or College: Employer volunteers are recruited and come to the school to conduct mock interviews for a number of students/learners in sequenced one-on-one settings. Can happen as part of a Career Day or as a separate activity. Students conduct research on the industries and kinds of positions available, but not on a specific company or position. Scenarios may be used to provide context. Group orientations are provided for students/learners (and the employee volunteers).

Option #3: At the Worksite – One on One. Students meet with an employee volunteer at their place of work and conduct a mock interview for a specific position on which s/he has developed an interest and conducted research. The interviewing employer is given information about the student, including a resume.

Option #4: Virtual One on One. Students/learners meet with an employee volunteer remotely via telephone, Zoom or Facetime.

Mock Interview Support Materials

Checklists, Tip Sheets and Fact Sheets

- WBL Connector Mock Interview Checklist
- Student/learner Mock Interview Checklist
- Teacher/Faculty Mock Interview Tip Sheet
- Employer Mock Interview Tip Sheet
- Employer Mock Interview Fact Sheet

Implementation Tools

- Preparing Students for a Mock Interview
- Sample Mock Interview Questions for Employers
- Mock Interview Rating Sheet
- Mock Interview Student/Learner Reflection

Tips for Success

Work-Based Learning Essential Elements

An effective Mock Interview includes structured activity before, during and after the experience. Pay attention to these tips to ensure meaningful experiences that result in enriched learning.

- ✓ Conduct Effective Planning
- ✓ Prepare for Success
- ✓ Identify Learning Objectives
- ✓ Create Authentic and Engaging Experiences
- ✓ Connect to Careers
- ✓ Support Student/Learner Growth
- ✓ Ensure Activities are Safe and Legal
- ✓ Provide Ongoing Support
- ✓ Provide for Reflection, Presentation and Feedback
- ✓ Connect to the Student/Learner Next Step
- ✓ Assess and Document the Experience

Sustaining and growing Mock Interviews and all other work-based learning activities depend on maintaining positive relationships with the participating employers. These employers should be treated as valued customers and partners with frequent check-ins to address their needs and support their participation.

WBL Connector Mock Interview Checklist

Quick tips for work-based learning connectors¹ to ensure successful mock interviews.

Before the Mock Interview

- Identify how many students/learners will be ready for a mock interview and begin scheduling.
- Determine how you will structure the mock interviews.
- Work with teachers/faculty to conduct a resume-building workshops with students/learners.
- If a group activity at the school, make sure that space is set up for one-on-one interviews—the right number of tables and chairs and that there are enough employer volunteers to conduct the needed number of interviews in the set period of time.
- If the mock interviews are happening at the place of business, it may be considered a field trip and school district policies regarding transportation, Workers Compensation and liability insurance may apply. Make sure you plan ahead and address all logistics.
- Create and provide appropriate support materials for distribution to employee volunteers.
- Brief the employer on the career pathways students/learners are pursuing and what's going on in the classroom.

During the Mock Interview (if a sequenced group activity)

- If rotating students/learners through a group of employers, make sure you have a schedule and that someone is keeping track of time and coordinating the activity.
- Check in with the employers to see if they need anything, such as water, pens, or forms.

After the Mock Interview

- Conduct follow-up activities by reviewing the completed evaluations or assessments with the students/learners.
- Help students/learners update their career development plan and think about any next steps they would like to take to further their career goals.
- Coordinate opportunities for student/learner reflection with teachers/faculty to help students/learners make the connection between the mock interview, classroom learning and next steps.
- Assess the effectiveness of the mock interview and make recommendations for adjustments in the future.
- Document the experience in ELENA.

Go Deeper

- Make the interview part of a project and have students/learners prepare and deliver a presentation to others at your school about the company.
- Consider any potential public relations benefits and opportunities for the participating companies and share that with them.

Sample Mock Interview Timeline

Beginning of the school year:

Communicate with potential hosts. Determine dates and student/learner cohorts with school community.

Three months in advance: Confirm dates and format, conduct resume-building workshop and recruit students/learners.

Two months in advance: Hold employer orientation and elevator pitch workshop. Do portfolio review and assembly.

One month in advance: Send/receive forms, confirm logistics and review resumes.

One week in advance: Cover travel, safety and attire protocols, resume and portfolio folder.

During Mock Interview: Facilitate agenda, student/learner management and social media.

After Mock Interview: Oversee thank-you notes, reflection and career development plan update.

¹ This includes Earn & Learn work-based learning connectors and others who facilitate, arrange and support work-based learning activities for students and other learners.

Student/learner Mock Interview Checklist

A Mock Interview gives you the chance to be paired one-on-one with a business partner who interviews you as if you were applying for a real paid internship or job. It lets you practice your interviewing skills and become comfortable communicating with an adult professional. Pay attention to the items on this checklist to get the most out of the experience.

Have you done all that you can to prepare for your mock interview?

- Fill out and turn in forms.
- If you're going with a group from school, make sure you know where and when to meet. If you're going by yourself to a company, map out how you'll get there and plan to arrive at least 10 minutes before the interview. Have ID ready, in case they require that.
- If you know what companies will be involved, check out their websites and learn as much as you can.
- Prepare some questions for the interviewer.
- Practice your elevator pitch. Include your name, grade, why you are in this program and what you'd like to do with your future. Summarize your knowledge, skills, accomplishments and anything else that would make an employer see you in a positive light.

Are You Ready for the Big Day?

Have you...

- Turned in your forms?
- Decided what to wear?
- Researched the company?
- Crafted your questions?
- Polished your resume?
- Practiced your pitch?
- Thought about how you'll share your day on social media? (Remember to take pics. Ask first.)

Do you know what you need to do during your mock interview?

- Dress professionally, whether the interview happens at the workplace or at the school.
- Hand an updated resume to the interviewer.
- Think about your body language. Keep your arms uncrossed and sit up straight. Make eye contact.
- Be enthusiastic when answering questions.
- Turn off your cellphone.
- If you're asked a question you don't know the answer to, take a deep breath and restate the question before answering to buy yourself some time. If you need clarification on a question, go ahead and ask.
- Ask for a business card or to connect on LinkedIn.
- Shake hands and say, "thank you for your time."

Some Do's and Don'ts

Do Ask...

- What skills and attributes do you value in a person you're looking to hire?
- What do you think is this company's greatest challenge in the future?

Don't Ask...

- How much would I get paid for this job?
- How much vacation would I get?

When your mock interview is over, how will you keep moving your career forward?

- Talk to your teachers/faculty and classmates about the mock interview and your feelings about what you experienced. Would you work there or somewhere similar? Is there more you want to know about this field or a particular job? Would you be interested in doing another mock interview?
- Participate in evaluating the experience and give ideas to improve future interviews. What worked and what didn't? Be honest!
- Update your Career development plan and think about what you would like to do next to move your career plans forward.
- Write a thank-you note and send it to the person who interviewed you.
- Share your experience with your peers on social media. Perhaps a blog post about the event?

Teacher/Faculty Mock Interview Tip Sheet

Note: If you're coordinating a mock interview, have a look at the Connector Mock Interview Checklist.

Mock Interviews are designed to:

- Provide students/learners an opportunity to practice and demonstrate key work-readiness skills, including communication, critical thinking, workplace appearance and timeliness.
- Help students/learners practice a work-readiness activity.
- Allow students/learners to develop a level of comfort in communicating with adult professionals.

Before the Mock Interview

- Review the Mock Interview Fact Sheet and assess how mock interviews can help meet curriculum goals.
- Identify desired student/learner learning objectives and help students/learners set clear goals and expectations.
- Share and review the Student/Learner Mock Interview Tip Sheet with your students/learners.. Let them know what they can expect to learn from the interview and help them prepare for it.
- Let the students/learners know how the mock interview connects to the curriculum, so the experience is not seen as an isolated activity.
- When you know which companies are participating, have students/learners research them.
- Support students/learners in preparing the questions they want to ask during the interview. If the mock interviews are happening offsite, hand out and collect the necessary permission forms.

After the Mock Interview

- Provide individual and group reflection activities for students/learners.
- Support students/learners in updating their career development plan and determining their next steps in learning about careers.
- Work with the work-based learning connector to debrief with employer volunteers.
- Assess the effectiveness of the activity and make recommendations for any needed adjustments.
- Document student/learner learning.
- Have students/learners write thank-you notes to those who interviewed them.

Go Deeper

- After the interview, ask the employer to provide industry information that they find valuable to help students/learners learn more about this field.
- Identify and schedule any follow-up activities suggested by the employer or indicated by particular interest from participating students/learners.

The Classroom Connection: Preparation and Reflection

- Support students/learners in recognizing the curriculum connection.
- Help student/learner practice their elevator pitch and update their resume.
- Structure a reflection activity based on a "What? So what? Now what?" format.

Employer Mock Interview Tip Sheet

Thanks for agreeing to conduct mock interviews! As you think about how to best prepare, keep the following success factors in mind.

Before the Mock Interview

- If a student/learner is coming to your workplace, prepare as if you were getting ready to interview any new candidate.
- If the mock interviews are happening at the school, find out where to park and enter the building and review any other logistics.
- Review the informational materials provided. If you know what the student/learner is currently focused on in the classroom, you can tie needs of the position to key learning objectives.
- Review the sample mock interview questions to help you prepare for the interview.

Quick Tips

- Treat the activity as if it were an actual interview.
- Review the sample interview questions.
- Be open to questions.
- Complete the rating sheet.
- Debrief with the student.

During the Mock Interview

- Greet the student/learner and ask for his/her resume. Provide a brief introduction of yourself and your company.
- Act as you would in conducting a real interview.
- At the end of the interview ask, "Do you have any questions for me?" Offer the student/learner your business card and the way to connect with you on LinkedIn, if that's acceptable to you.
- Take notes and complete the Mock Interview Rating Sheet and debrief the interview with the student. If the student/learner rambled or said "um" a lot, or had distracting mannerisms, point that out. Note where the student/learner can improve answers, but also note strengths.
- Debrief with the student, let them know where they excelled and what could be improved for next time.

After the Mock Interview

- Provide feedback to the work-based learning connector or teacher/faculty to improve future mock interviews.
- Consider how you might use the interviews to promote your company's visibility in the community.

Go Deeper

- Explore ways that you might further interest students/learners and grow the pool of potential future employees.
- Talk to the connector about being a guest speaker, or hosting students/learners for Job Shadows, Workplace Tours or Internships.

Employer Mock Interview Fact Sheet

In a mock interview, employee volunteers are paired one-on-one with a student/learner who is interviewed as if your company was considering hiring him/her for a paid internship or job.

Formats vary, but typically mock interviews are conducted at the school or worksite, and often involve groups of employees interviewing three or more students/learners individually over a two-hour period.

Mock interviews allow students/learners to practice their interviewing skills and demonstrate professional behavior. They also help students/learners see the connection between what they're learning in school and how it's applied in the workplace.

Program Level: 9th grade or higher.
Employer/Student/Learner Ratio: 1:1
Duration: 15-30 minutes per interview (could be multiple interviews).
Frequency: One time.
Location: At the school or worksite.
Costs: Staff time.
Special Considerations: Employee recruitment and selection. Company volunteer policies and practices.

Why are Mock Interviews important for students?

- Provides an opportunity to practice and demonstrate key professional skills, including communication, critical thinking, workplace appearance and timeliness.
- Allows students/learners to practice a work-readiness activity.
- Helps students/learners become more comfortable communicating with adult professionals.

What are the benefits to my company?

- Introduces students/learners to your company and its employees.
- Exposes potential future workers to job opportunities and careers with your organization.
- Shows students/learners the skills and educational requirements for careers in your industry.
- Helps your employees understand how to communicate with the next generation of workers.
- Shows your employees you're committed to education and the community.

What do I need to do next?

- Contact your work-based learning connector.
- Arrange for a presentation to the employee(s) who will participate in the mock interviews.
- Consider any impacts on company policy.

Resources

- Distribute the Employer Mock Interview Tip Sheet to interested employees.
- Review the Employer Participation Options Fact Sheet to learn more about how to get the most out of your partnership with Earn & Learn.

Preparing Student/Learner for a Mock Interview

Your students/learners will be participating in a career exploration work-based learning activity in the coming weeks. Mock interviews help students/learners connect the lessons they're learning in the classroom with the college and career options ahead of them.

Career Exploration Student/Learner Learning Objectives

- Provide students/learners an opportunity to practice and demonstrate key work-readiness skills, including communication, critical thinking, workplace appearance and timeliness.
- Help students/learners practice a work-readiness activity.
- Allow students/learners to develop a level of comfort in communicating with adult professionals.

There are many classroom activities that can help prepare students/learners for a mock interview. Inform students/learners when they will participate in mock interviews and let them know they will be asked to provide a resume.

How to Write a Resume and Cover Letter

Consider partnering with an English teacher/faculty or going on-line to help students/learners create a resume and cover letter.

How to Dress Professionally

Students often have misconceptions about how to dress professionally, so it's important to clearly and candidly discuss this work aspect with them. YouTube has many videos that illustrate good and bad examples of professional dress that can help students/learners prepare for their interview.

Prepare for the Interview

Use a class period to practice interviewing skills through a combination of class discussions and by asking students/learners to role play the interview, switching off the role of interviewer and applicant. Students should have their application and resume on hand. Be sure to reflect on what students/learners learned. YouTube has many videos that illustrate good and bad examples of interviews that will help students/learners practice and prepare for their interview.

Thank-You Note

Have students/learners to write, proofread and send a thank-you note to the interviewer.

Mock Interview Evaluation

Help students/learners complete the Work-Based Learning Experience Evaluation to help shape future work-based learning experiences.

Mock Interview Student/Learner Reflection

Student/learner Reflection allows students/learners to analyze their experiences and prompts thinking about education and career decisions based on the experience. Reflection exercises encourage analysis and thinking about the connection between school and work, what it feels like to be at a worksite, what makes a positive mock interview experience, and the preparation, knowledge and skills that will be important in pursuing their career goals.

Conduct activities that will allow students/learners to reflect individually and then share what they learned from the experience with the class.

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Sample Mock Interview Questions for Employers

Use the following questions to guide the Mock Interview (feel free to add some of your own.)

- 1.** Tell me about yourself. What are your long range and short-range goals?
- 2.** What do you know about our organization/company?
- 3.** Why are you interested in this position?
- 4.** What do you consider your greatest strengths and weaknesses?
- 5.** Interacting with others can be challenging at times. Tell me about the greatest difficulty you faced when trying to get along with peers, team members, or others at school or work. How did you handle the situation?
- 6.** What was the most difficult course you took in school? What steps did you take to get all your work done?
- 7.** Tell me about a time when you were able to help team members solve a problem. What was your role? What did you do?
- 8.** Tell me about the most difficult or demanding customer (or teacher) you have faced. Describe a specific interaction you had with this customer.
- 9.** Give me an example of a good decision you made recently. What alternatives did you consider? Why was it a good decision?
- 10.** Have you ever worked on a group project for a class or work? How did you make sure that the other group members were doing their share of the project?
- 11.** Deadlines can't always be met. Tell me about a time when you missed a deadline on a project. What were the causes? What could have been done differently?
- 12.** Tell me about a detailed class or project that you worked on. How did you keep track of the details? How did the project turn out?
- 13.** Tell me how you balance your schoolwork with extracurricular activities.
- 14.** Can you describe a situation in which you had difficulty getting along with someone at school? How did you handle it?
- 15.** Do you have any questions for me?

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Mock Interview Rating Sheet

Directions for interviewer: Have a brief discussion with the student/learner on how well they performed at the end of the interview. Afterwards, please complete this form for each interview and submit to the connector or teacher/faculty. The information and feedback on this form will be used to improve student/learner interviewing skills, better preparing them for interviews for internships, college and the world of work.

Please provide your honest feedback and advice.

Name of Student/Learner: _____

Name of Interviewer: _____ Date: _____

Application, Resume, and Cover Letter	Excellent	Average	Needs Work
Student/learner brought copies of documents to the interview.			
Documents were neat and easy to read.			
Documents were complete and contain appropriate information.			
Comments/advice:			

Appearance and Professionalism	Excellent	Average	Needs Work
Student/learner was dressed in appropriate professional attire.			
Student/learner greeted the interviewer with their name and a firm handshake.			
Student/learner closed the interview by thanking the interviewer and offering a firm handshake.			
Student/learner referred to the interviewer by name during the interview, made appropriate eye contact, and maintained a confident posture.			
Student/learner communicated clearly and confidently throughout the interview.			
Student/learner used proper body language throughout the interview.			
Comments/advice:			

Interview Content	Excellent	Average	Needs Work
Student/learner stated skills and experiences clearly, using concrete examples.			
Student/learner avoided giving inappropriate information (i.e. personal problems, negative feelings about past employers, etc.)			
Student/learner asked at least two questions regarding the position or company.			
Comments/advice:			

Overall Review	Yes	No
If I had a job opening, I would consider this applicant for employment.		
Overall comments regarding the interview:		

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Mock Interview Student/Learner Reflection Worksheet

Now that you have completed your mock interview, take some time reflect on what you experienced and how it might affect your college and career plans in the future.

Student/Learner name:	School:
Name of interviewer:	Date of interview:
Company/Organization of interviewer:	Email address for interviewer:

What aspects of the mock interview were most helpful to you? Which were not? Why?

What questions did you feel most prepared to answer? Why?

What questions did you feel least prepared to answer? Why?

What did you learn about yourself through the mock interview? Please explain.

What knowledge or skills do you need to strengthen to be successful on your next interview? Please explain.

How did previous school experiences prepare you for the mock interview?

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