



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.

Learner¹ Checklist

A checklist for 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.

Remote and Virtual Options Sheet

An options sheet for WBL Connectors describing remote and virtual informational approaches and activities.

Implementation Tools

Preparing Learner for a Mock Interview

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

Sample Mock Interview Questions for Employers

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

¹ Learners include K-12, community college and college students; youth and young adults engaged in workforce development programs; and adults participating in career development activities.

Mock Interview Rating Sheet

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

Mock Interview Learner Reflection

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

Remote and Virtual Fact Sheets

Supplemental resources designed to help support remote or virtual activities.



Mock Interview Fact Sheet

A Mock Interview is a highly structured Career Awareness activity in which learners² are paired one-on-one with a business partner who interviews each 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 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 learners engaged in career-related programs or course of study in the Earn & Learn community.

Mock Interviews are designed to:

- Provide learners an opportunity to practice and demonstrate key work-readiness skills.
- Help learners practice a work-readiness skill.
- Allow learners to develop a level of comfort in communicating with adult professionals.

Mock Interviews are structured to:

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

Mock Interviews are supported by:

- learner preparation and research in the classroom and online.
- Opportunities to reflect upon the experience verbally and in writing.
- Employer assessment and feedback regarding a learner's 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. Learner Learners 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. Learners interview for a generic position, but scenarios may be used to provide context. Group orientations are provided for 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 learners in sequenced one-on-one settings. Can happen as part of a Career Day or as a separate activity. Learners 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 learners (and the employee volunteers).

Option #3: At the Worksite – One on One. Learners 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 learner, including a resume.

Option #4: Remote One on One. Learners meet with an employee volunteer remotely via telephone, Zoom or Facetime.

² Learners include K-12, community college and college students; youth and young adults engaged in workforce development programs; and adults participating in career development activities.

Mock Interview Support Materials

Checklists, Tip Sheets and Fact Sheets

- WBL Connector Mock Interview Checklist
- learner Mock Interview Checklist
- Teacher/Faculty Mock Interview Tip Sheet
- Employer Mock Interview Tip Sheet
- Employer Mock Interview Fact Sheet
- Remote and Virtual Mock Interview Options Sheet

Implementation Tools

- Preparing Learners for a Mock Interview
- Sample Mock Interview Questions for Employers
- Mock Interview Rating Sheet
- Mock Interview Learner Reflection
- Remote and Virtual Fact Sheets

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 Learner Growth
- ✓ Ensure Activities are Safe and Legal
- ✓ Provide Ongoing Support
- ✓ Provide for Reflection, Presentation and Feedback.
- ✓ Connect to the Learner's 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.

Connector Mock Interview Checklist

Quick tips for work-based learning connectors³ to ensure successful mock interviews.

Before the Mock Interview

- Identify how many learners⁴ 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 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.
- Work with the employer to prepare for the interview. Brief the employer on the career pathways learners are pursuing and what's going on in the classroom.
- If conducting an online activity, confirm the technical details, time and format. Test and practice with the interface prior to the mock interview.

During the Mock Interview (if a sequenced group activity)

- If rotating 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.
- If being conducted in an online remote classroom, have someone manage the breakout rooms while you and the teacher monitor activities.

After the Mock Interview

- Conduct follow-up activities by reviewing the completed evaluations or assessments with the learners.
- Help 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 learner reflection with teachers/faculty to help 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.

Sample Mock Interview Timeline

Beginning of the school year:

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

Three months in advance: Confirm dates and format, conduct resume-building workshop and recruit 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, learner management and social media.

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

³ This includes Earn & Learn work-based learning connectors and others who facilitate, arrange and support work-based learning activities for learners.

⁴ Learners include K-12, community college and college students; youth and young adults engaged in workforce development programs; and adults participating in career development activities.



Go Deeper

- Make the interview part of a project and have 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.

Tips for Conducting Mock Interviews Online

- Identify the preferred format and structure for the mock interviews
- Select and personally practice using the selected technology.
- Make sure all learners have access to appropriate technology.
- Do a test run with learners.
- Decide how you want to organize and moderate the session. Sometimes it takes one person to manage the session and another to monitor the technology and address questions.
- Decide which learner reflection activities will take place and how you will support them.
- Make sure you get feedback on the activity from the speaker and the learners.
- Record the interview and use it as a way for each learner to reflect on and rate their performance

Learner⁵ 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 the mock interview is to be online and conducted through a facetime session or through a remote classroom, get all the details and prepare for the experience by practicing with others.
- If you know what companies will be involved, check out their websites and learn as much as you can.
- Prepare to answer questions from the interviewer and develop some of your own.
- 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.)
- Prepared for the interviewer's questions?

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

- Dress professionally, whether the interview happens at the workplace, at the school, over the phone or online.
- Hand or send 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!

⁵ Learners include K-12, community college and college students; youth and young adults engaged in workforce development programs; and adults participating in career development activities.



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Work-Based Learning Toolkit Mock Interview Guide

- 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 learners⁶ an opportunity to practice and demonstrate key work-readiness skills, including communication, critical thinking, workplace appearance and timeliness.
- Help learners practice a work-readiness activity.
- Allow learners to develop a level of comfort in communicating with adult professionals.

The Classroom Connection: Preparation and Reflection

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

Before the Mock Interview

- Review the Mock Interview Fact Sheet and assess how mock interviews can help meet curriculum goals.
- Identify desired learner learning objectives and help learners set clear goals and expectations.
- Share and review the Learner Mock Interview Tip Sheet with your learners. Let them know what they can expect to learn from the interview and help them prepare for it.
- Let the 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 learners research them.
- Support learners in preparing the questions they want to ask during the interview. If the mock interviews are happening offsite or online, hand out and collect the necessary permission forms.
- If the interviews are being conducted via a remote classroom with breakout rooms, make sure you understand your role and do a dry run with your learners prior to the activity.

After the Mock Interview

- Provide individual and group reflection activities for learners. If the interviews are being conducted via a remote classroom with breakout rooms, make sure you understand your role and do a dry run with your learners prior to the activity.
- Support 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 learner learning.
- Have 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 learners learn more about this field.
- Identify and schedule any follow-up activities suggested by the employer or indicated by particular interest from participating learners.

⁶ Learners include K-12, community college and college students; youth and young adults engaged in workforce development programs; and adults participating in career development activities.

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 learner⁷ 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.
- If the mock interview is happening via facetime or is being conducted through a remote classroom, make sure you get the details in advance and are comfortable with the tech platform.
- Review the informational materials provided. If you know what the 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 learner.

During the Mock Interview

- Greet the learner and ask for his/her resume or review it if sent to you. 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 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 learner. What went well? What could have been better? If the learner rambled or said "um" a lot, or had distracting mannerisms, point that out. Note where the learner can improve answers, but also note strengths.
- Debrief with the learner, 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 learners and grow the pool of potential future employees.
- Talk to the connector about being a guest speaker or hosting learners for Job Shadows, Workplace Tours or Internships.

⁷ Learners include K-12, community college and college students; youth and young adults engaged in workforce development programs; and adults participating in career development activities.

Employer Mock Interview Fact Sheet

In a mock interview, employee volunteers are paired one-on-one with a learner⁸ 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 learners individually over a two-hour period. Mock Interviews also may be conducted individually via facetime or with small groups through a remote classroom.

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

Why are Mock Interviews important for Learners?

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

What are the benefits to my company?

- Introduces learners to your company and its employees.
- Exposes potential future workers to job opportunities and careers with your organization.
- Shows 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.

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

⁸ Learners include K-12, community college and college students; youth and young adults engaged in workforce development programs; and adults participating in career development activities.



Remote and Virtual Mock Interviews Options Sheet

Conducting Mock Interviews remotely requires a careful look at policies and procedures regarding learner contact via phone or the internet with industry partners outside the school setting. Mock Interviews are usually conducted individually at the workplace or the school, however they may take place over the phone or using an online platform.

Remote Mock Interview Options

Remember, remote activities promote "live" learner⁹ contact with adult professionals and front-line workers via the use of technology. Appropriate permissions, protections and guidance should be developed to support these experiences.

Mock Interviews by Phone or Internet

A learner is formally interviewed via phone, FaceTime, Skype, Microsoft Teams or Zoom by an Industry Partner as if they were applying for a job with the company the partner represents.

Mock Interviews via Remote Classroom

Multiple Employers are invited to a remote classroom. Each is assigned to a breakout room and interviews learners individually.

Steps to Success

- Review the Mock Interview Guide. Review and distribute appropriate tip sheets and checklists.
- WBL Connector and/or Teachers recruit a range of Industry Partner(s) and match learners for the interviews.
- WBL Connector and/or Teachers help learners select and test the platform they are planning to use as well as to schedule the interview with the industry partner.
- Learners then contact the industry partner and participates in the interview.
- Teachers support reflection activities and helps learners update their employability skills profile.

Special Considerations

- Ensure appropriate permissions, guidance and protections are in place and share those policies with employer partners and learners.
- Distribute and collect necessary permission forms.
- Make sure learners are comfortable with the selected technology.
- Remind learners to dress as if they were participating in a real interview.

⁹ Learners include K-12, community college and college students; youth and young adults engaged in workforce development programs; and adults participating in career development activities.

Virtual Mock Interview Activities

Remember, virtual activities are generally simulations and provide learners with employer exposures through recordings, online research and related classroom activities.

Mock Interviews do not lend themselves well to a virtual option. You may wish to have learners view a recorded mock interview and have learners critique it in the classroom.

Resources and Links

There are number of fee-based websites offering online support and practice for interviewing that include mock interviews. There are also plenty of free resources that offer guidance and advice for successful interviews. Some samples are provided below. Consider having your learners conduct internet research on interview tips and have them share what they found with the class.

[21 Job Interview Tips: How to Make a Great Impression](https://www.indeed.com/career-advice/interviewing/job-interview-tips-how-to-make-a-great-impression)

<https://www.indeed.com/career-advice/interviewing/job-interview-tips-how-to-make-a-great-impression>

[Job Interview Do's and Don'ts for Job Seekers](https://www.livecareer.com/resources/interviews/prep/interviewing-dos-donts)

<https://www.livecareer.com/resources/interviews/prep/interviewing-dos-donts>

[Job-Hunt.org: For a Shorter, Smarter, and Safer Job Search](https://www.job-hunt.org)

<https://www.job-hunt.org>

Tips for Conducting Mock Interviews Online

- Identify the preferred format and structure for the mock interviews.
- Select and personally practice using the selected technology.
- Make sure all learners have access to appropriate technology.
- Do a test run with your learners.
- Decide how you want to organize and moderate the session. Sometimes it takes one person to manage the session and another to monitor the technology and address questions.
- Decide which Learner reflection activities will take place and how you will support them.
- Make sure you get feedback on the activity from the speaker and the learners.
- Record the interview. Use the recording as a way for each learner to reflect on and rate their performance.

Preparing Learners¹⁰ for a Mock Interview

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

Career Exploration Learner Learning Objectives

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

There are many classroom activities that can help prepare learners for a mock interview. Inform 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 learners create a resume and cover letter.

How to Dress Professionally

Learners 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 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 learners to role play the interview, switching off the role of interviewer and applicant. Learners should have their application and resume on hand. Be sure to reflect on what learners learned. YouTube has many videos that illustrate good and bad examples of interviews that will help learners practice and prepare for their interview.

Thank-You Note

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

Mock Interview Evaluation

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

Mock Interview Learner Reflection

Learner Reflection allows 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.

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¹⁰ Learners include K-12, community college and college learners; youth and young adults engaged in workforce development programs; and adults participating in career development activities.

Sample Mock Interview Questions (for Employers to use)

Use the following questions to guide the Mock Interview (feel free to add some of your own or use an interview guide from your workplace)

- Tell me about yourself. What are your long range and short-range goals?
- What do you know about our organization/company?
- Why are you interested in this position?
- What do you consider your greatest strengths and weaknesses?
- 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?
- What was the most difficult course you took in school? What steps did you take to get all your work done?
- Tell me about a time when you were able to help team members solve a problem. What was your role? What did you do?
- Tell me about the most difficult or demanding customer (or teacher) you have faced. Describe a specific interaction you had with this customer.
- Give me an example of a good decision you made recently. What alternatives did you consider? Why was it a good decision?
- 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?
- 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
- 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?
- Tell me how you balance your schoolwork with extracurricular activities.
- Can you describe a situation in which you had difficulty getting along with someone at school? How did you handle it
- Do you have any questions for me?

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Mock Interview Rating Sheet

Directions for interviewer: Have a brief discussion with the learner¹¹ 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 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 Learner: _____

Name of Interviewer: _____ Date: _____

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

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Interview Content	Excellent	Average	Needs Work
Learner stated skills and experiences clearly, using concrete examples.			
Learner avoided giving inappropriate information (i.e., personal problems, negative feelings about past employers, etc.)			
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 Learner¹² 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.

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.

¹² Learners include K-12, community college and college learners; youth and young adults engaged in workforce development programs; and adults participating in career development activities.

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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