



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.