

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.