

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