

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?