

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

Before the Mock Interview

- Review the Mock Interview Fact Sheet and assess how mock interviews can help meet curriculum goals.
- Identify desired student/learner learning objectives and help students/learners set clear goals and expectations.
- Share and review the Student/Learner Mock Interview Tip Sheet with your students/learners.. Let them know what they can expect to learn from the interview and help them prepare for it.
- Let the students/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 students/learners research them.
- Support students/learners in preparing the questions they want to ask during the interview. If the mock interviews are happening offsite, hand out and collect the necessary permission forms.

After the Mock Interview

- Provide individual and group reflection activities for students/learners.
- Support students/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 student/learner learning.
- Have students/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 students/learners learn more about this field.
- Identify and schedule any follow-up activities suggested by the employer or indicated by particular interest from participating students/learners.

The Classroom Connection: Preparation and Reflection

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