

## Employer Mock Interview Tip Sheet

Thanks for agreeing to conduct mock interviews! As you think about how to best prepare, keep the following success factors in mind.

### Before the Mock Interview

- If a learner<sup>7</sup> is coming to your workplace, prepare as if you were getting ready to interview any new candidate.
- If the mock interviews are happening at the school, find out where to park and enter the building and review any other logistics.
- If the mock interview is happening via facetime or is being conducted through a remote classroom, make sure you get the details in advance and are comfortable with the tech platform.
- Review the informational materials provided. If you know what the learner is currently focused on in the classroom, you can tie needs of the position to key learning objectives.
- Review the sample mock interview questions to help you prepare for the interview.

### Quick Tips

- Treat the activity as if it were an actual interview.
- Review the sample interview questions.
- Be open to questions.
- Complete the rating sheet.
- Debrief with the learner.

### During the Mock Interview

- Greet the learner and ask for his/her resume or review it if sent to you. Provide a brief introduction of yourself and your company.
- Act as you would in conducting a real interview.
- At the end of the interview ask, "Do you have any questions for me?" Offer the learner your business card and the way to connect with you on LinkedIn, if that's acceptable to you.
- Take notes and complete the Mock Interview Rating Sheet and debrief the interview with the learner. What went well? What could have been better? If the learner rambled or said "um" a lot, or had distracting mannerisms, point that out. Note where the learner can improve answers, but also note strengths.
- Debrief with the learner, let them know where they excelled and what could be improved for next time.

### After the Mock Interview

- Provide feedback to the work-based learning connector or teacher/faculty to improve future mock interviews.
- Consider how you might use the interviews to promote your company's visibility in the community.

### Go Deeper

- Explore ways that you might further interest learners and grow the pool of potential future employees.
- Talk to the connector about being a guest speaker or hosting learners for Job Shadows, Workplace Tours or Internships.

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<sup>7</sup> 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.