

## Employer Mock Interview Fact Sheet

In a mock interview, employee volunteers are paired one-on-one with a learner<sup>8</sup> who is interviewed as if your company was considering hiring him/her for a paid internship or job.

Formats vary, but typically mock interviews are conducted at the school or worksite, and often involve groups of employees interviewing three or more learners individually over a two-hour period. Mock Interviews also may be conducted individually via facetime or with small groups through a remote classroom.

Mock interviews allow learners to practice their interviewing skills and demonstrate professional behavior. They also help learners see the connection between what they're learning in school and how it's applied in the workplace.

### Why are Mock Interviews important for Learners?

- Provides an opportunity to practice and demonstrate key professional skills, including communication, critical thinking, workplace appearance and timeliness.
- Allows learners to practice a work-readiness activity.
- Helps learners become more comfortable communicating with adult professionals.

### What are the benefits to my company?

- Introduces learners to your company and its employees.
- Exposes potential future workers to job opportunities and careers with your organization.
- Shows learners the skills and educational requirements for careers in your industry.
- Helps your employees understand how to communicate with the next generation of workers.
- Shows your employees you're committed to education and the community.

### What do I need to do next?

- Contact your work-based learning connector.
- Arrange for a presentation to the employee(s) who will participate in the mock interviews.
- Consider any impacts on company policy.

### Resources

- Distribute the Employer Mock Interview Tip Sheet to interested employees.
- Review the Employer Participation Options Fact Sheet to learn more about how to get the most out of your partnership with Earn & Learn.

**Program Level:** 9<sup>th</sup> grade or higher.  
**Employer/Learner Ratio:** 1:1  
**Duration:** 15-30 minutes per interview (could be multiple interviews).  
**Frequency:** One time.  
**Location:** At the school, online, by phone or at the worksite.  
**Costs:** Staff time.  
**Special Considerations:** Employee recruitment and selection. Company volunteer policies and practices.

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<sup>8</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.