

## Preparing Learners<sup>10</sup> for a Mock Interview

Your learners will be participating in a career exploration work-based learning activity in the coming weeks. Mock interviews help learners connect the lessons they're learning in the classroom with the college and career options ahead of them.

### Career Exploration Learner Learning Objectives

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

There are many classroom activities that can help prepare learners for a mock interview. Inform learners when they will participate in mock interviews and let them know they will be asked to provide a resume.

### How to Write a Resume and Cover Letter

Consider partnering with an English teacher/faculty or going on-line to help learners create a resume and cover letter.

### How to Dress Professionally

Learners often have misconceptions about how to dress professionally, so it's important to clearly and candidly discuss this work aspect with them. YouTube has many videos that illustrate good and bad examples of professional dress that can help learners prepare for their interview.

### Prepare for the Interview

Use a class period to practice interviewing skills through a combination of class discussions and by asking learners to role play the interview, switching off the role of interviewer and applicant. Learners should have their application and resume on hand. Be sure to reflect on what learners learned. YouTube has many videos that illustrate good and bad examples of interviews that will help learners practice and prepare for their interview.

### Thank-You Note

Have learners to write, proofread and send a thank-you note to the interviewer.

### Mock Interview Evaluation

Help learners complete the Work-Based Learning Experience Evaluation to help shape future work-based learning experiences.

### Mock Interview Learner Reflection

Learner Reflection allows learners to analyze their experiences and prompts thinking about education and career decisions based on the experience. Reflection exercises encourage analysis and thinking about the connection between school and work, what it feels like to be at a worksite, what makes a positive mock interview experience, and the preparation, knowledge and skills that will be important in pursuing their career goals.

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<sup>10</sup> Learners include K-12, community college and college learners; youth and young adults engaged in workforce development programs; and adults participating in career development activities.