

Preparing Student/Learner for a Mock Interview

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

Career Exploration Student/Learner Learning Objectives

- 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.

There are many classroom activities that can help prepare students/learners for a mock interview. Inform students/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 students/learners create a resume and cover letter.

How to Dress Professionally

Students 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 students/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 students/learners to role play the interview, switching off the role of interviewer and applicant. Students should have their application and resume on hand. Be sure to reflect on what students/learners learned. YouTube has many videos that illustrate good and bad examples of interviews that will help students/learners practice and prepare for their interview.

Thank-You Note

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

Mock Interview Evaluation

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

Mock Interview Student/Learner Reflection

Student/learner Reflection allows students/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.

Conduct activities that will allow students/learners to reflect individually and then share what they learned from the experience with the class.

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