



Remote and Virtual Mock Interviews Options Sheet

Conducting Mock Interviews remotely requires a careful look at policies and procedures regarding learner contact via phone or the internet with industry partners outside the school setting. Mock Interviews are usually conducted individually at the workplace or the school, however they may take place over the phone or using an online platform.

Remote Mock Interview Options

Remember, remote activities promote "live" learner⁹ contact with adult professionals and front-line workers via the use of technology. Appropriate permissions, protections and guidance should be developed to support these experiences.

Mock Interviews by Phone or Internet

A learner is formally interviewed via phone, FaceTime, Skype, Microsoft Teams or Zoom by an Industry Partner as if they were applying for a job with the company the partner represents.

Mock Interviews via Remote Classroom

Multiple Employers are invited to a remote classroom. Each is assigned to a breakout room and interviews learners individually.

Steps to Success

- Review the Mock Interview Guide. Review and distribute appropriate tip sheets and checklists.
- WBL Connector and/or Teachers recruit a range of Industry Partner(s) and match learners for the interviews.
- WBL Connector and/or Teachers help learners select and test the platform they are planning to use as well as to schedule the interview with the industry partner.
- Learners then contact the industry partner and participates in the interview.
- Teachers support reflection activities and helps learners update their employability skills profile.

Special Considerations

- Ensure appropriate permissions, guidance and protections are in place and share those policies with employer partners and learners.
- Distribute and collect necessary permission forms.
- Make sure learners are comfortable with the selected technology.
- Remind learners to dress as if they were participating in a real interview.

⁹ 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.

Virtual Mock Interview Activities

Remember, virtual activities are generally simulations and provide learners with employer exposures through recordings, online research and related classroom activities.

Mock Interviews do not lend themselves well to a virtual option. You may wish to have learners view a recorded mock interview and have learners critique it in the classroom.

Resources and Links

There are number of fee-based websites offering online support and practice for interviewing that include mock interviews. There are also plenty of free resources that offer guidance and advice for successful interviews. Some samples are provided below. Consider having your learners conduct internet research on interview tips and have them share what they found with the class.

[21 Job Interview Tips: How to Make a Great Impression](https://www.indeed.com/career-advice/interviewing/job-interview-tips-how-to-make-a-great-impression)

<https://www.indeed.com/career-advice/interviewing/job-interview-tips-how-to-make-a-great-impression>

[Job Interview Do's and Don'ts for Job Seekers](https://www.livecareer.com/resources/interviews/prep/interviewing-dos-donts)

<https://www.livecareer.com/resources/interviews/prep/interviewing-dos-donts>

[Job-Hunt.org: For a Shorter, Smarter, and Safer Job Search](https://www.job-hunt.org)

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Tips for Conducting Mock Interviews Online

- Identify the preferred format and structure for the mock interviews.
- Select and personally practice using the selected technology.
- Make sure all learners have access to appropriate technology.
- Do a test run with your learners.
- Decide how you want to organize and moderate the session. Sometimes it takes one person to manage the session and another to monitor the technology and address questions.
- Decide which Learner reflection activities will take place and how you will support them.
- Make sure you get feedback on the activity from the speaker and the learners.
- Record the interview. Use the recording as a way for each learner to reflect on and rate their performance.