

Checklist for Mock Interviews

Before the Mock Interview

- ☐ Create a resume and write a cover letter targeted for the specific job you are applying for. Then schedule a resume and cover letter review at the Career Management Center (CMC). To schedule an appointment, stop by or call 870-972-3025.
- ☐ Schedule a mock interview at least one week in advance of your scheduled employment interview or class assignment. Mock interviews are scheduled with CMC career consultant. Schedule a one-hour appointment.
- ☐ Two days before your scheduled mock interview, drop your resume, cover letter, and position description of the job you are applying for at the front reception desk of the Career Management Center. Ask the receptionist to forward the information to the appropriate career specialist.
- ☐ Review the handouts in this packet: Interviewing, Interview questions, Behavioral Interviews, and Illegal Interview Questions.
- ☐ Practice answering various interview questions from the handouts.
- ☐ Read the handout titled, “Your Professional Image,” which is also included in this packet.
- ☐ Be prepared to ask the interviewer or career specialist questions about the company and jobs/internship you are applying for at the end of your mock interview session.

Taped or Non-taped Mock Interview Session

Before scheduling your appointment with a career specialist, determine if your mock interview will be taped. In order to be taped, special arrangements will need to be made for video equipment. Please bring your own tape to the session. You will have the option to review the tape with a career counselor directly following your interview session. Another option would be to review the tape on your own and then schedule another appointment to review it with a career counselor. If you choose to tape your mock interview, please inform the receptionist when scheduling your appointment.

Special Advantages of a Taped Interview Session

- View your posture, mannerisms, facial expressions, and tone of voice.
- Opportunity to critique your responses.

- Listened to the content of the message. It gives you the opportunity to evaluate how and what you said. As you listen to your responses, you may find yourself saying – *I could have included _____ in my response.*

The Day of the Interview

- Arrive 10-15 minutes before the scheduled interview. Please be dressed in interview attire.
- Check in at the reception desk.
- Find a seat in the Resource Center. The mock interview will most likely take place in the career counselor's office. The mock interview will begin to take place when the career counselor calls your name, your eyes meet, and your hand is extended.
- Plan on 20-30 minutes for the interview.
- Directly following the interview, the career counselor and student will critique the taped mock interview session.

After the Interview

- Read the handout on, "Thank You Letter." Send the interviewer/career counselor a thank you letter.