

Mock Interview Assignment

Objective

Participate in a mock interview with the Career Development Center. During the mock interview, students will have the opportunity to articulate what skills and experience they have to make them competitive for positions related to their career interests.

Learning Goals

1. Articulate their values, interests, skills, and goals
2. Demonstrate effective communication skills in a variety of interview settings
3. Articulate their skills and abilities related to each of the NACE career readiness competencies
4. Prepare professionally written and formatted career application materials (resume, cover letter, etc.)

Resources

[How to Prepare for a Mock Interview](#)
[An Overview of Mock Interviews](#)
[Dos and Don'ts of Mock Interviews](#)

Interview Preparation

1. Schedule a mock interview with the Career Development Center through Handshake.
2. Locate a position you would apply for in the next six months or an internship that is related to your major/ career interests. You can use Handshake to find a position.
3. Create a draft copy of your resume and cover letter tailored to the position.
4. Research as much as you can about the company.
5. Develop a list of at least 5-10 questions to ask at the end of the interview.
6. Review appropriate interview attire.

Items to Bring to a Mock Interview

- A copy of your resume and cover letter
- A copy of the position description (job posting)
- A portfolio, note pad, and pen to take notes

Tips for a Successful Mock Interview

- Arrive 5-10 minutes early in professional interview attire
- Take your time to really think about your answer before you speak
- Maintain eye contact with the interviewer and avoid looking down or away

After the Interview

- Write a thank-you email to your interviewer
- Review your notes and feedback notes and consider areas of strength and improvement
- Complete any remaining requirements designated by your instructor



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