

# Mock Interview Program

The Career Services Center conducts a mock interview program for students and alumni. This program provides both groups the opportunity to polish their interview skills. To participate choose from these **3 great options**:

- 1. Mock Interview with an industry H.R. professional**
- 2. Mock Interview with a Career Counselor**
- 3. Mock Interview for a phone screen with a Career Counselor**

## 1. SIGNING UP WITH AN INDUSTRY H.R. PROFESSIONAL:

- ◆ Sign up for a mock interview time through by calling Career Services at 415-422-6216 or stopping by our office on the UC 5<sup>th</sup> Floor.

### Preparation:

- ◆ Choose a company or organization with which you would like to interview. Read their literature and be prepared to speak about that firm during your mock interview.
- ◆ Look at our resources on the CSC Website such as: Informational Interviews, Career Advisor Network leads, and other information on Interview Preparation.
- ◆ Dress professionally on the day of the interview (conservative business attire, haircut, shoes shined, etc.).
- ◆ If you will be unable to make your scheduled interview, phone CSC at least 24 hours in advance so someone else can use the time slot.

### The Interview:

- ◆ Show up for the interview about 10 minutes before the scheduled time. Sign in on the UC 5<sup>th</sup> Floor.
  - ◆ Interviews are scheduled for 45 minutes and include a brief resume review, open dialogue with the interviewer, a formal "mock interview" and a critique.
  - ◆ Interviews are videotaped using a mini DVD recorder so you will have the opportunity to view the DVD after the interview and critique yourself. If you would like to keep the DVD, please bring \$2 to cover the cost of the DVD.\*
- \*Mini DVD's are only compatible with Windows based computers.

### Follow-up

- ◆ A thank you note to the interviewer is strongly suggested. The address can be obtained from the CSC front desk.
- ◆ You will be asked to complete a Mock Interview Evaluation.

## 2. SIGNING UP WITH A CAREER COUNSELOR FOR IN PERSON MOCK INTERVIEW

- ◆ Sign up for a mock interview time with a Career Counselor at the Career Services Center or call the front desk at (415) 422-6216 to have them schedule a time for you to practice with a counselor.

**Preparation:**

- ◆ You should come professionally dressed and bring a resume and a job description for the type of job you are seeking.
- ◆ Come prepared with interview questions that you usually have trouble answering and that you would like the counselor to focus on in the mock interview.

**The Interview:**

- ◆ Show up for the interview about 10 minutes before the scheduled time. Sign in on the UC 5<sup>th</sup> Floor.
- ◆ Interviews are scheduled for 45 minutes and include a brief resume review, open dialogue with the interviewer, a formal "mock interview" and a critique.
- ◆ Mock Interviews can be videotaped and reviewed with the counselor. If you would like to take a copy of the video with you, please bring an empty 2GB thumb drive. Please note that Career Services will not keep a copy of the recording.

**3. SIGNING UP WITH A CAREER COUNSELOR FOR PHONE MOCK INTERVIEW**

- ◆ Sign up for a mock interview phone screen with a Career Counselor at the Career Services Center or call the front desk at (415) 422-6216 to have them schedule a time for you to practice with a counselor.

**Preparation:**

- ◆ The majority of employers conduct a phone screen interview as the first step in the interview process.
- ◆ Preparing for a phone screen mock interview is different than preparing for an in-person interview in that you don't need to worry about what you're wearing or your non-verbal behavior, but you **do** need to prepare for the phone screen. The career counselor will ask a few key questions about your education, skills, experience, and career objectives. In actual phone screens, your answers will help the recruiter determine whether it's worth bringing you into the office for an in person interview.
- ◆ During the phone screen mock interview the career counselor will be evaluating your voice intonation, your ability to give succinct answers, and why you think you are a good fit for the position. The career counselor will also be sharing other valuable tips to a successful phone screen, such as smiling when you speak. When you do this, you sound more upbeat and therefore more enthusiastic about the position.
- ◆ Please email the career counselor prior to your phone screen your resume, real or mock job description and the best phone number to reach you.

**The Interview:**

- ◆ The Career Counselor will call you at the appointed time.
- ◆ Interviews are scheduled for 30 minutes and include a brief resume review, the "mock interview" phone screen and a critique.