



## Teacher Mock Interview Tip Sheet

Note: If you're coordinating a mock interview, have a look at the Coordinator Mock Interview Checklist.

### Mock Interviews are designed to:

- Provide students an opportunity to practice and demonstrate key employability skills, including communication, critical thinking, workplace appearance and timeliness.
- Help students practice a work-readiness activity.
- Allow students to develop a level of comfort in communicating with adult professionals.

#### The Classroom Connection: Preparation and Reflection

- Support students in recognizing the curriculum connection.
- Help student practice their elevator pitch and update their resume.
- Structure a reflection activity based on a “What? So what? Now what?” format.

### Before the Mock Interview

- Review the Mock Interview Fact Sheet and assess how mock interviews can help meet curriculum goals.
- Identify desired student learning objectives and help students set clear expectations.
- Share and review the Student Mock Interview Tip Sheet with your students. Let them know what they can expect to learn from the interview and help them prepare for it.
- Let the students know how the mock interview connects to the curriculum, so the experience is not seen as an isolated activity.
- If/when you know which companies are participating, have students research them.
- Support students in preparing the questions they want to ask during the interview. If the mock interviews are happening offsite, hand out and collect the necessary permission forms.

### After the Mock Interview

- Provide individual and group reflection activities for students.
- Support students in updating their Employability Skills Profile and determining their next steps in learning about careers.
- Work with the work-based learning coordinator to debrief with employer volunteers.
- Assess the effectiveness of the activity and make recommendations for any needed adjustments.
- Document student learning.
- Have students write thank-you notes to those who interviewed them.

### Go Deeper

- After the interview, ask the employer to provide industry information that they find valuable to help students learn more about this field.
- Identify and schedule any follow-up activities suggested by the employer or indicated by particular interest from participating students.