



Mock Interview Fact Sheet Mock Interview¹

A Mock Interview is a highly-structured Career Awareness activity in which students are paired one-on-one with a business partner who interviews each student as if he/she were being interviewed by an employer for a paid internship or job. Mock Interviews may be conducted individually at the school, workplace or in a virtual classroom. Mock interviews may also be conducted via phone, FaceTime or Skype, if appropriate permissions, protections and guidelines are in place.

The experience allows students to practice their interviewing skills and professional behaviors while at the same time developing a level of comfort in communicating with professionals. A Mock Interview also offers the chance to demonstrate the connection between academic concepts being taught in school and how they are applied in the workplace.

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.

Mock Interviews are structured to:

- Enhance workplace knowledge.
- Expose students to the skill sets and education/training required for jobs.
- Simulate an actual job interview.
- Promote student and adult interactions.

Mock Interviews are supported by:

- Student preparation and research in the classroom and online.
- Opportunities to reflect upon the experience verbally and in writing.
- Employer assessment and feedback regarding students' interviewing skills.

Mock Interviews are connected to:

- Classroom learning.
- Individual career development/training plans.
- The development of a resume.

Mock Interview Options

Option #1: Group Visit.

Students visit a worksite as a group and participate in one-on-one mock interviews with employee volunteers. Part of a Workplace Tour or as a separate activity. Students interview for a generic position, but scenarios provide context. Group orientations are provided for students (at the school) and employee volunteers (at the workplace).

Option #2: At the School

Employers are recruited and come to the school to conduct mock interviews for a number of students in sequenced one-on-one settings. Part of a Career Day or as a separate activity.

Students conduct research on the industries and kinds of positions available, but not on a specific company or position. Scenarios may be used to provide context.

Group orientations are provided for students (at the school) and the employee volunteers (at the school or the workplace).

Option #3: At the Worksite – One on One

When appropriate permissions and guidelines are in place, Students meet with an employee at their place of work and conduct a mock interview for a specific position on which s/he has developed an interest. The interviewing employer is given information about the student, including a resume.

Option #4: Virtual Options

Virtual One on One. Student meets with an employee volunteer virtually.

Virtual Classroom. Students participate in a mock interview activity via a virtual classroom with breakout rooms.

¹ Mock Interviews are recognized as a “ZERO HOUR” Supporting WBL activity by NYSED and NYC Public Schools.

Mock Interviews are one activity in the continuum of authentic work-based experiences provided to all students engaged in career-related programs or course of study in New York City schools.

Mock Interview Support Materials

Checklists, Tip Sheets and Fact Sheets

- WBL Coordinator Mock Interview Checklist
- Student Mock Interview Checklist
- Teacher Mock Interview Tip Sheet
- Employer Mock Interview Tip Sheet
- Employer Mock Interview Fact Sheet
- Virtual Mock Interview Options Sheet

Required Forms and Documents

- WBL Travel and Media Consent Form (if interviews take place at company location).
- Employability Skills Profile

Implementation Tools

- Preparing Students for a Mock Interview
- Sample Mock Interview Questions for Employers
- Mock Interview Rating Sheet
- Mock Interview Student Reflection
- Virtual Fact Sheets

Tips for Success

Effective Mock Interviews include structured activity before, during and after the experience. Pay attention to these tips to ensure meaningful experiences that result in enriched learning.

- Engage in proper planning and preparation.
- Address safety, legal and logistical details.
- Communicate with all parties.
- Maximize learning potential.
- Focus on building skills.
- Connect to the classroom.
- Provide support for students and supervisors.
- Promote student reflection.

Sustaining and growing Mock Interviews and all other work-based learning activities depend on maintaining positive relationships with the participating employers. These employers should be treated as valued customers and partners with frequent check-ins to address participation needs as they arise.