

Coordinator Mock Interview Checklist

Quick tips for work-based learning coordinators² to ensure successful mock interviews.

Before the Mock Interview

- Identify how many students will be ready for a mock interview and begin scheduling.
- Determine how you will structure the mock interviews.
- Work with teachers to conduct a resume-building workshops with students.
- If a group activity at the school, make sure that space is set up for one-on-one interviews—the right number of tables and chairs and that there are enough employer volunteers to be able to conduct the needed number of interviews in the set period of time.
- If the mock interviews are happening at the place of business, it may be considered a field trip and school district policies regarding transportation, Workers Compensation and liability insurance may apply. Make sure you plan ahead and address all logistics.
- Create and provide appropriate support materials for distribution to volunteers who will be part of the interview.
- Work with the employer to prepare for the interview. Brief the employer on the career pathway students are pursuing and what's going on in the classroom.
- If conducting an online activity, confirm the technical details, time and format, Test and practice with the interface prior to the mock interview.
- If students are interviewing with employer partners over the phone or using another technology, ensure appropriate permissions, guidance and protections are in place. Share those policies with employer partners and students.

During the Mock Interview (if a sequenced group activity)

- If rotating students through a group of employers, make sure you have a schedule and that someone is keeping track of time and coordinating the activity
- Check in with the employers to see if they need anything, such as water, pen, paper or forms.
- If being conducted in an online virtual classroom, have someone manage the breakout rooms while you and the teacher monitor activities.

Sample Mock Interview Timeline

Beginning of the school year:

Communicate with potential hosts.
Determine dates and student cohorts with school community.

Three months in advance: Confirm dates and format, conduct resume-building workshop and recruit students.

Two months in advance: Hold employer orientation and elevator pitch workshop. Do portfolio review and assembly.

One month in advance: Send/receive forms, confirm logistics and review resumes.

One week in advance: Cover travel, safety and attire protocols, resume and portfolio folder.

During Mock Interview: Facilitate agenda, student management and social media.

After Mock Interview: make sure thank you notes, reflection activities and Employability Skills Profile updates are completed.

² In New York State, this includes certified work-based learning coordinators and others who facilitate, arrange and support work-based learning activities for students.

After the Mock Interview

- Conduct follow-up activities by reviewing the completed evaluations or assessments with the students.
- Help students update their Employability Skills Profile and think about any next steps they would like to take to further their career goals.
- Coordinate opportunities for student reflection with teachers to help students make the connection between the mock interview, classroom learning and next steps.
- Assess the effectiveness of the mock interview and make recommendations for adjustments in the future.
- Document the experience and provide reports to school leadership and employer partners.

Go Deeper

- Make the interview part of a project and have students prepare and deliver a presentation to others at your school about the company.
- Consider any potential public relations benefits and opportunities for the participating companies and share that with them.

Tips for Conducting Mock Interviews Online

- Identify the preferred format and structure for the mock interviews.
- Select and personally practice using the selected technology.
- Make sure all students have access to appropriate technology.
- Do a practice run with your students.
- Decide how you want to organize and manage the session. Sometimes it takes one person to moderate the session and another to monitor the technology and address questions.
- Decide which student reflection activities will take place and how you will support them.
- Make sure you get feedback on the activity from the employer(s) and the students.
- Record the interview. Use the recording as a way for each student to reflect on and rate their performance.