

Employer Mock Interview Tip Sheet

Thanks for agreeing to conduct mock interviews! As you think about how to best prepare, keep the following success factors in mind.

Before the Mock Interview

- If a student is coming to your workplace, prepare as if you were getting ready to interview any new candidate.
- If the mock interviews are happening at the school, find out where to park and enter the building and any other logistics.
- If the mock interview is happening via FaceTime or is being conducted through a virtual classroom, make sure you get the details in advance and are comfortable with the chosen platform.
- Review the informational materials provided. If you know what the student is currently focused on in the classroom, you can tie needs of the position to key learning objectives.
- Review the sample mock interview questions to help you prepare for the interview.

During the Mock Interview

- Greet the student and ask for his/her resume or review it if sent to you. Provide a brief introduction of yourself and your company.
- Act as you would in conducting a real interview.
- At the end of the interview ask, “Do you have any questions for me?” Offer the student your business card and the way to connect with you on LinkedIn, if that’s acceptable to you.
- Take notes, complete the Mock Interview Rating Sheet and debrief the interview with the student. What went well? What could have been better? If the student rambled, said “um” a lot or had distracting mannerisms; point that out. Note where the student can improve answers, but also note strengths.
- Debrief with the student. Let them know where they excelled and what could be improved for next time.

Quick Tips

- Act like it’s an actual interview
- Review the sample questions
- Be open to questions
- Complete the rating sheet
- Debrief with the student

After the Mock Interview

- Provide feedback to the work-based learning coordinator or teacher to improve future mock interviews.
- Consider how you might use the interviews to promote your company’s visibility in the community.

Go Deeper

- Explore ways that you might further interest students and grow the pool of potential future employees.
- Talk to the coordinator about being a guest speaker, or hosting students for Job Shadows, Workplace Tours or Internships.