

Employer Mock Interview Fact Sheet

In a mock interview, employee volunteers are paired one-on-one with a student who is interviewed as if your company was considering hiring him/her for a paid internship or job.

Formats vary, but typically mock interviews are conducted at the school or worksite, and often involve groups of employees interviewing three or more students individually over a two-hour period. 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.

Mock interviews allow students to practice their interviewing skills and demonstrate professional behavior. They also help students see the connection between what they're learning in school and how it's applied in the workplace.

Why are Mock Interviews important for students?

- Provides an opportunity to practice and demonstrate key professional skills, including communication, critical thinking, workplace appearance and timeliness.
- Allows students to practice a work-readiness activity.
- Helps students become more comfortable communicating with adult professionals.

What are the benefits to my company?

- Introduces students to your company and its employees.
- Exposes potential future workers to job opportunities and careers with your organization.
- Shows students the skills and educational requirements for careers in your industry.
- Helps your employees understand how to communicate with the next generation of workers.
- Shows your employees you're committed to education and the community.

What do I need to do next?

- Contact your work-based learning coordinator.
- Arrange for a presentation to the employee(s) who will participate in the mock interviews.
- Consider any impacts on company policy.
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Resources

- Distribute the Employer Mock Interview Tip Sheet to interested employees.
- Review the Employer Participation Options Fact Sheet to learn more about how to get the most out of your partnership with the New York City Public Schools.

<p>Program Level: 9th grade or higher Employer/Student Ratio: 1:1 (multiple) Duration: 15-30 minutes per interview Frequency: One time Location: At the school, online or worksite Costs: Staff time Special Considerations: Employee recruitment and selection. Company volunteer policies and practices.</p>
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