



Mock Interview Virtual Options Sheet

Conducting Mock Interviews virtually requires a careful look at policies and procedures regarding student contact via phone or the internet with industry partners outside the school setting. Mock Interviews are usually conducted individually at the workplace or the school, however they may take place over the phone or using an online platform.

Virtual Activity Options

Remember, virtual activities promote “live” student contact with adult professionals and front-line workers via the use of technology are simulations and provide students with employer exposures through recordings, online research and related classroom activities. Appropriate permissions, protections and guidance should be developed to support these experiences.

Virtual Mock Interview Options By Phone or Internet

A student is formally interviewed via phone, FaceTime, Skype, Microsoft Teams or Zoom by an Industry Partner as if they were applying for a job with the company the partner represents.

Steps to Success

1. Review the Mock Interview Guide. Review and distribute appropriate tip sheets and checklists.
2. WBL Coordinator and/or Teachers recruit a range of Industry Partner(s) and match students for the interviews.
3. WBL Coordinator and/or Teachers help students select and test the platform they are planning to use as well as to schedule the interview with the industry partner.
4. Students then contact the industry partner and participates in the interview.
5. Teachers support reflection activities and helps students update their employability skills profile.

Special Considerations:

- Ensure appropriate permissions, guidance and protections are in place and share those policies with employer partners and students.
- Distribute and collect necessary permission forms.
- Make sure students are comfortable with the selected technology.
- Remind students to dress as if they were participating in a real interview.

Virtual Classroom

Multiple Employers are invited to a virtual classroom. Each is assigned to a breakout room and interviews students individually.

Steps to Success

1. Review the Mock Interview Guide. Review and distribute appropriate tip sheets and checklists.
2. Recruit a number of Industry Partner(s) and match students for the interviews to participate and interview a number of students.
3. Help select and test the appropriate platform and decide how you will manage the session.
4. Carefully schedule the session and prepare team members to help coordinate the activity.
5. As they sign in, assign the Industry Partners to breakout rooms.
6. Help students as they enter the breakout room to participate in their interview.
7. Teachers support reflection activities and helps students update their employability skills profile.

Special Considerations:

- Provide activities for the students who are not being interviewed.
- Make sure students are comfortable with the selected technology.
- Pay attention to logistics during the session.
- Remind students to dress as if they were participating in a real interview.
- Consider recording the interviews and have each student critique their performance.

Go Hybrid

View a recorded mock interview and have students critique it in the classroom.

Resources and Links

There are number of fee-based websites offering online support and practice for interviewing that include mock interviews. There are also plenty of free resources that offer guidance and advice for successful interviews. Some samples are provided below. Consider having your students conduct internet research on interview tips and have them share what they found with the class.

21 Job Interview Tips: How to Make a Great Impression

<https://www.indeed.com/career-advice/interviewing/job-interview-tips-how-to-make-a-greatimpression>

Job Interview Do's and Don'ts for Job Seekers

<https://www.livecareer.com/resources/interviews/prep/interviewing-dos-donts>

Job-Hunt.org: For a Shorter, Smarter, and Safer Job Search

<https://www.job-hunt.org>

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 test run with your students.
- Decide how you want to organize and moderate the session. Sometimes it takes one person to manage 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 speaker and the students.
- Record the interview. Use the recording as a way for each student to reflect on and rate their performance.