

Preparing Students for a Mock Interview

Your students will be participating in a career exploration work-based learning activity in the coming weeks. Mock interviews help students connect the lessons they're learning in the classroom with the college and career options ahead of them.

Career Exploration Student Learning Objectives

- 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. There are many classroom activities that can help prepare students for a mock interview. Inform students when they will participate in mock interviews and let them know they will be asked to provide a resume.

How to Write a Resume and Cover Letter

Consider partnering with an English teacher or going on-line to help students create a resume and cover letter. See the tools in section 7 of this toolkit.

How to Dress Professionally

Students often have misconceptions about how to dress professionally, so it's important to clearly and candidly discuss this work aspect with them. YouTube has many videos that illustrate good and bad examples of professional dress that can help students prepare for their interview.

Prepare for the Interview

Use a class period to practice interviewing skills through a combination of class discussions and by asking students to role play the interview, switching off the role of interviewer and applicant. Students should have their application and resume on hand. Be sure to reflect on what students learned. YouTube has many videos that illustrate good and bad examples of interviews that will help students practice and prepare for their interview.

Thank-You Note

Instruct students to write, proofread and send a thank-you note to the interviewer.

Mock Interview Evaluation

Help students complete the Work-Based Learning Experience Evaluation to help shape future work-based learning experiences.

Mock Interview Student Reflection

Student Reflection allows students to analyze their experiences and prompts thinking about education and career decisions based on the experience. Reflection exercises encourage analysis and thinking about the connection between school and work, what it feels like to be at a worksite, what makes a positive mock interview experience, and the preparation, knowledge and skills that will be important in pursuing their career goals.

Conduct activities that will allow students to reflect individually and then share what they learned from the experience with the class.

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