

DUE WHEN SCHEDULING APPOINTMENT



Student Name: _____
Date/Time of Mock Interview: _____
Interviewer: _____

Mock Interview Prep Steps

If you are preparing to interview for specific positions, a mock interview can be a great UNCW career service to utilize. By scheduling a mock interview you provide your career counselor with particular information about you, your career field(s) of interest, and the specific company/organization and type of position for which you will be interviewing. In order for the counselor to be prepared to conduct this type of targeted mock interview, we need for you to prepare as well by following these steps.

NOTE: You must complete and submit this form in order to schedule a Mock Interview.

STEP 1: Research Interviewing Techniques: Read the Career Services handout: **JOB INTERVIEW TIPS** available at Career Services. You may also want to skim one or more interview books or watch a taped mock interview DVD for additional tips and techniques available in the Career Services library.

STEP 2: Research the Employer and What You Need to Communicate. Identify an employer and job of interest to you. For the purposes of your mock interview, the position may or may not be open currently, but **you must find an actual job description.**

Company/Organization and Website:

Brief description of Company/Organization

Job Listing/Description Review: Read the description and write down what the employer is seeking in applicants. Then note relevant academics, employment, or activities where you can demonstrate each.

Please attach a copy of the job description.

Employer is seeking:

- 1.
- 2.
- 3.
- 4.
- 5.

I can show evidence through:

- 1.
- 2.
- 3.
- 4.
- 5.

What else would you like for a potential employer to know about you?

What concerns you most about making a positive impression in this or any interview? Please make brief notes below and on back if necessary:

(MORE ON NEXT PAGE)

STEP 3: Submit Resume, Job Description and This Worksheet to Career Services in order to schedule your Mock Interview Time. By submitting this form this will give the counselor appropriate time to review your materials and be prepared for your Mock Interview.

STEP 4: Consider a Few Practice Questions. See list below, as well the Career Services webpage – www.uncw.edu/career and the interviewing information in the career library. You do not need to submit any written information related to these questions prior to your mock interview.

Practice questions

1. Why do you want this job? (tip: Genuine interest is important to the recruiter)
2. What do you know about our organization?
Employer information to research:
 - *What does the organization do?
(Sell, teach, advocate ideas, consult, advise, heal, promote, market, etc.)
 - * Who or what purpose does this organization or this particular position serve?
 - * What other organizations do the same work? What organizations compete with or work cooperatively with this organization?
 - * What current issues or events are of interest to the firm? What are the hot topics in this field?
 - * What are the organization's mission, vision and values?
3. Tell me about a time when you performed well beyond your supervisor's expectations? (Tip: This is a behavioral question, one of the most common styles of interviewing used today)
4. What questions do you have for me? (Tip: Employers learn a lot about your priorities and interest in them by the questions you ask; plan some questions in advance that show your interest in the job and that you have done research on the organization and the field.)

STEP 5: Come to Career Services to be interviewed! Please dress as if this were a real interview. This serves several purposes: you can become comfortable being in an interview situation dressed in professional attire; Career Services staff can provide feedback as to appropriate interview attire; the tone of an interview is positively affected by correspondingly appropriate professional attire. If you do not have interview attire available to you at this time, please indicate the reason you will not be able to dress in interview attire on this form.

ALTERNATE TYPE OF INTERVIEW APPOINTMENT: If you would like to discuss general job interview processes and strategies, rather than have a targeted mock interview, please contact the Career Services at in person or by telephone (910.962.3174) to schedule a regular counseling appointment.