



Ready Reference G-9 Mock Interview Preparation

Are you nervous about the thought of interviewing for an internship and/or full-time opportunity? Interview anxiety is a problem encountered by many new job seekers. The anxiety most often results from not knowing what to expect from an interviewer and from being uncertain about the type of impression you project. However, as you have surely heard many times before, "practice makes perfect." With interview preparation and practice, your interview anxiety can be relieved. Career Services provides the opportunity for you to practice your interview skills through individually scheduled mock interviews. These interview opportunities are designed to simulate job interviews and prepare you to meet and exceed your interview and job search goals.

What Is a Mock Interview?

Purpose of a Mock Interview

Obviously a mock interview situation will not be identical to an actual interview with a particular organization. However mock interviews are designed to help you:

- Identify the most difficult questions you can anticipate being asked during an interview and develop appropriate responses.
- Decide what qualifications and information you want to convey to a prospective employer to influence the selection processes.
- Obtain feedback concerning the impression you project to prospective employers.

Playing Your Part

A mock interview is a "dress rehearsal" for your real interviews. Consequently, Career Services suggests that you dress professionally, as you would for real interview. Professional attire will allow you the opportunity to become accustomed to professional attire and to receive feedback on your professional appearance.

Scheduling a Mock Interview

Mock interviews are offered each semester by OSU Career Services. These interviews are conducted by some of the same employers who regularly recruit on the OSU campus. You may sign up for a mock interview through your

HIRE System account. If you have not registered with the *HIRE System*, you may do so through the Career Services website: www.hireOSUgrads.com.

You may also schedule an individual mock interview with the CEAT Career Services office, ES 123. Submit your resume at least 24 hours before the appointment for review prior to the mock interview.

Preparing for the Interview

As with any interview, Career Services suggests that you not go into your mock interview without adequate preparation. Completing the following mock interview assignment form will help you prepare. Additionally, we suggest that you review the *Ready References Series G* on interviewing.

✓ **HOT TIP:** An interview is not an acting session. It is a chance to showcase the "real you" and to see if you fit the job and if the job fits you. Be yourself!

Pre-Interview Assignment

Step 1 – Select three questions from *Ready Reference G-4* that you anticipate being difficult to answer in a job interview. Write out a brief (25 words or less) practice answer to each of the questions. If you have another question not mentioned on the list that you would like to address, include that question with a brief, practice answer on your assignment form as well.

Step 2 – In addition to being an opportunity for a prospective employer to ask questions of you, an interview is also an opportunity for you to clearly communicate to the interviewer why you believe you should be offered the job. Upon entering an interview, you should be prepared to make convincing statements about yourself and your qualifications. Below are a few reasons why you may believe that you are the ideal candidate for the position you are seeking. Select at least one of these reasons and explain in 25 words or less how you would support that reason.

- I have job experience related to the position I am seeking.
- I have internship experience relevant to this position.
- I have unpaid, volunteer, organization, and/or committee experience relevant to the position I am seeking.
- I have the necessary skills to fulfill the requirements of this position.
- I have successfully completed coursework that relates to this career opportunity.
- I am very knowledgeable about this career field.
- I am very motivated to work for this organization.

Step 3 – Describe any other aspects of your interview performance about which you would like to receive feedback. What else would you like to know?

Step 4 – An interview is an interactive opportunity for an employer to learn more about you and for you to learn more about an employer. You should always be prepared to ask questions during an interview that will assist you in making your career decision if an offer is extended. Write out three questions that you could use to obtain important prospective employer information. *Ready Reference G-6* may be helpful in completing this step.

The Interview

The mock interview will take about 30 minutes. During the first 20 minutes, the interviewer will conduct a standard interview. During the last 10 minutes, the interviewer will provide feedback on how well you responded to the questions, and on how well you market yourself through your statements. You will also have the opportunity to ask questions and discuss pointers for improving your interviewing skills.