

# Mock Interview Process

Thank you for volunteering your time to support students in preparing for future career opportunities. This guide outlines the steps for conducting mock interviews effectively and professionally.

## Interviewer Preparation

- **Arrival:** Please arrive at or before your scheduled start time. Note that schools typically require a valid driver's license for check-in, which may take 15 minutes or longer depending on office activity.
- **Setup:** Proceed to your assigned interview space and take a few moments to get settled.
- **Review Materials:**
  - Familiarize yourself with the evaluation form criteria.
  - Review the sample interview questions provided.

## Student Interview Process

- **Greeting:**
  - Meet students in the designated waiting area.
  - Encourage professional behavior such as handshakes and eye contact.
- **Interview Setup:**
  - Escort the student to the interview space.
  - Write the student's name at the top of the evaluation form.
- **Introduction:**
  - Begin with a brief conversation to learn about the student's career interests.
  - Frame the interview as if they are applying for a role in their area of interest.
- **Interview:**
  - Conduct the interview, aiming for a duration of 10–15 minutes.
- **Feedback & Wrap-Up:**
  - Provide constructive feedback and allow time for any questions (approximately 5 minutes).

- Complete the evaluation form. The final question is especially meaningful to both students and teachers—a brief, thoughtful response (1–2 sentences) is sufficient.