Mock Interview Form

*You must complete and submit this form in order to schedule a Mock Interview*

Steps to Prepare for Your Mock Interview

If you are preparing to interview for specific positions, a mock interview can be a great UCS service to utilize. By scheduling a mock interview, you provide your career counselor with information about you, your career field(s) of interest, and the specific company/organization and type of position for which you will be interviewing. Please complete the following steps to set up your mock interview.

**STEP 1: Research Interviewing Techniques:** Read the UCS handout, *Interviewing for Employment*, available at UCS and online. You may also find the UCS career library helpful, which includes DVDs of taped mock interviews.

**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:** Read the description and write down what the employer seeks in applicants. Note below relevant academics, employment, or activities where you can demonstrate each.

**Employer is seeking:**

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

What else would you like a potential employer to know about you?
What concerns you most about making a positive impression in this or any interview?

**STEP 3: Submit Your Resume, Job Description and this Form** to the UCS Front Desk in order to schedule your Mock Interview appointment. **You may keep this second page.**

**STEP 4: Consider a Few Practice Questions.** Below you will find a few to get you started. Also, consider consulting the Interviewing for Employment handout. 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?

   * What does the organization do?
   * 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 (hot topics) are of interest to this industry?
   * 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 UCS to be interviewed! Please dress as if this were a real interview.** By doing this, you can become comfortable with being in an interview situation dressed in professional attire and UCS staff can provide feedback as to appropriate interview attire. If you do not have interview attire at this time, please dress in the most appropriate outfit you have available.

**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 Front Desk at UCS in person or by telephone (434-924-8900) to schedule a general counseling appointment.