

Mock Interview Guidelines

Brought to you by:



Shiawassee

Regional Education Service District

The 21st Century Learning Department

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Reference Guide

Mock Interview Tasks

3 Weeks Prior to Event Date:

___ Use Employability unit to illustrate to students how to produce a cover letter, resume and references. Practice interviews can also be conducted with students prior to the event.

1 Month Prior to Event Date:

- ___ Determine number of students participating in Mock Interviews
- ___ Determine number of volunteers needed (page 2)
- ___ Complete "Call For Volunteers" form (page 3)
- ___ E-mail first request to volunteers (page 4)
- ___ Begin compiling volunteer list as responses are received (page 5)

3 Weeks Prior to Event Date:

- ___ Complete Employability Training #1
- ___ Continue compiling volunteer list

2 Weeks Prior to Event Date:

- ___ Complete Employability Training #2
- ___ Continue compiling volunteer list
- ___ Modify Call For Volunteers Form and send second e-mail request for volunteers if more are still needed (page 6)
- ___ Make phone calls for volunteers if Necessary

1 Week Prior to Event Date:

- ___ Finalize volunteer list
- ___ Create name tents for volunteers (page 7)
- ___ Create sign-in sheet (page 8)
- ___ Make copies of evaluations and question sheets (page 9-11)

2-3 Days Prior to Event Date:

- ___ Send reminder e-mail to volunteers (page 12)
- ___ Order snacks/lunch (optional)

1 Day Prior to Event Date:

- ___ Prepare room set-up

Day of the Event Date:

- ___ Set out sign-in sheet
- ___ Prepare each interview table with name tent, pens, handouts (page 13)
- ___ Review Mock Interview Procedures (page 14)

1-2 Days following the Event Date:

- ___ Send thank-you e-mail to volunteers (page 15)

*time lines can be altered to meet district needs.



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Regional Education Service District

Recruiting Volunteers

1 The number of students will determine the number of volunteers you need per hour participating in mock interviews. **As a general rule of thumb, plan for each interview to take approximately 10 minutes per student.** Be sure to allow extra time at the beginning of the class period for the students to situate themselves in the interviewing room and for a brief reminder explanation for the students.

Try to schedule the interviewer to interview 4 students per hour. Plan on having 45-50 minutes per hour by the time the kids come in and you begin interviewing, unless they are on a block schedule which means class time is 90 minutes. (Use 4 kids per 60 minutes can be interviewed and 8 kids per 90 minutes as an average).

1st Example: for 40 students in a 55 minute time frame you would need approximately 10 volunteers (divide 40 by 4 kids).

2nd Example: for 40 students in a 90 minute time frame you would need approximately 5 volunteers (divide 40 by 8 kids).

2 Once you have determined how many volunteers you will need, complete the “Call for Volunteers” form (sample on page 3) and e-mail it out to the volunteer list for your district (sample e-mail page 4)

3 As you receive responses from the volunteers, **compile them into the mock interview volunteer grid** (sample page 5).

SAMPLE

****Items in red should reflect the information for your district.****

Please share this with your co-workers
Call for Volunteers!
Corunna High School

What's Going On?

Wednesday, December 9, 2009 is **Mock Interview Day** at **Corunna High School**. This is the day that all students get a chance to do a practice interview with members of the business community.

We Need Your Help!

We need business volunteers who are willing to contribute time to interview students.

Here's How it Works

Each interviewer is set up at a table in the **Corunna High School Library**. You are given a student's resume and an application. The student waits at the entrance while you review the material. When you are ready, you stand up and the student approaches. You will be given 25 sample interview questions. You will be interviewing the student for approximately 10 minutes. Upon completion of the interview portion, you'll review the Student Rating Sheet with the student and offer suggestions on eye contact, presentation, completion of the application, etc.

Why Should You be a Mock Interviewer?

These students are your next best employees and this process helps them prepare themselves for the world of work. For a very little commitment of your time and energy, you will receive huge rewards and be delighted at the caliber of the students in our schools.

Here's What We Need: Please circle the time(s) that best fit your schedule:

- | | |
|--------------------------------|---------------------------------|
| 7:30 a.m. – 9:00 a.m. | <i>Need 5 volunteers</i> |
| 9:00 a.m. – 10:30 a.m. | <i>Need 5 volunteers</i> |
| 11:00 a.m. – 12:30 a.m. | <i>Need 5 volunteers</i> |
| 12:30 p.m. – 2:00 p.m. | <i>Need 5 volunteers</i> |

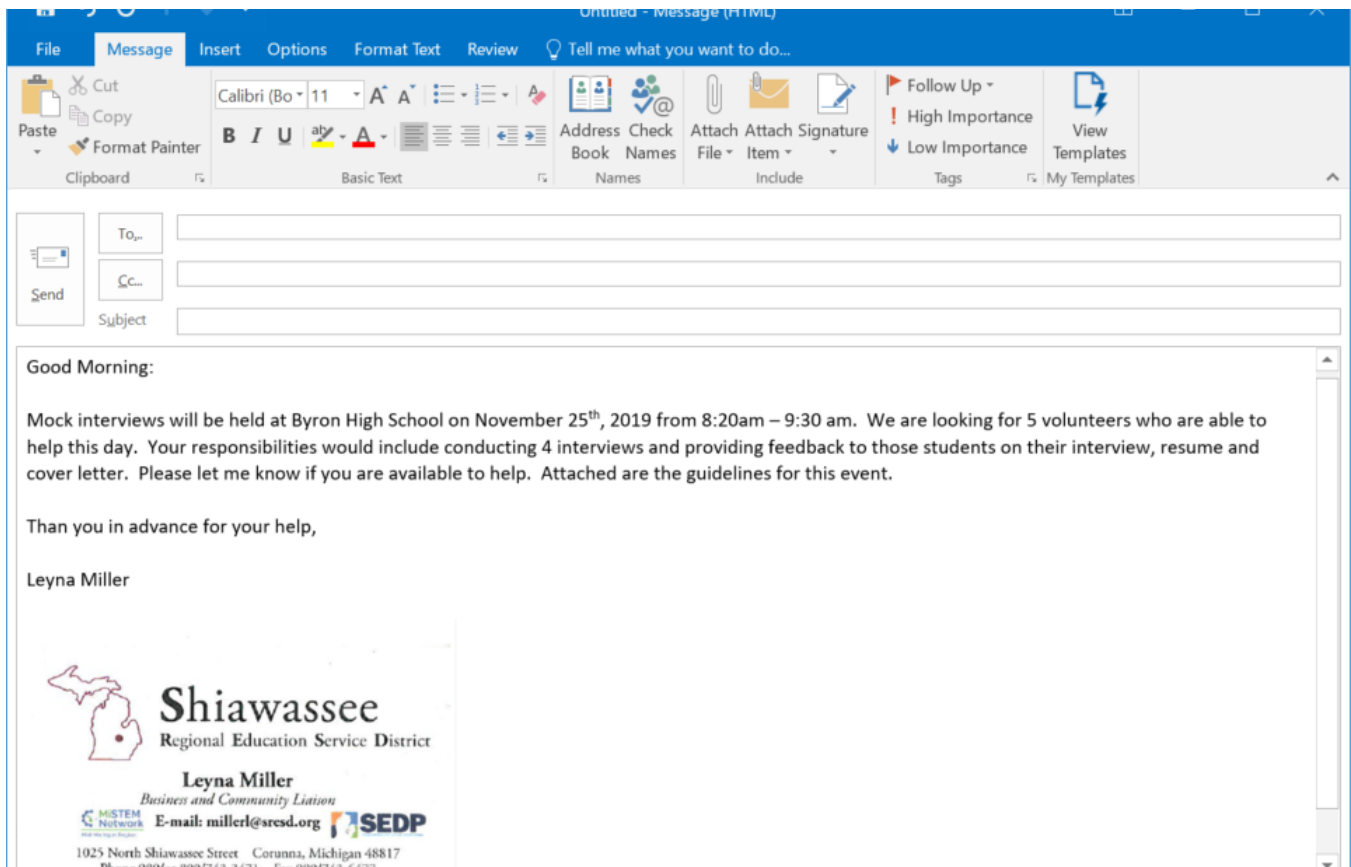
Name _____ Company _____

Phone _____ Email _____

Please return this form to **name and contact information**.
If you have any questions, call **name and contact information**.
You will receive a reminder, please be sure to include your email address above.

Thanks for your participation!

Sample Volunteer Recruitment E-mail



The screenshot shows an email client window titled "Untitled - Message (HTML)". The ribbon includes "File", "Message", "Insert", "Options", "Format Text", and "Review". The "Message" tab is active, showing options like "Cut", "Copy", "Format Painter", "Clipboard", "Basic Text", "Names", "Include", "Tags", and "My Templates". The email content is as follows:


To: _____
Cc: _____
Subject: _____


Good Morning:

Mock interviews will be held at Byron High School on November 25th, 2019 from 8:20am – 9:30 am. We are looking for 5 volunteers who are able to help this day. Your responsibilities would include conducting 4 interviews and providing feedback to those students on their interview, resume and cover letter. Please let me know if you are available to help. Attached are the guidelines for this event.

Than you in advance for your help,

Leyna Miller

 **Shiawassee**
Regional Education Service District

Leyna Miller
Business and Community Liaison
E-mail: millerl@sresd.org 

1025 North Shiawassee Street Corunna, Michigan 48817
Phone: 989/764-4471 Fax: 989/764-6477

SAMPLE

****Items in red should reflect the information for your district.****

Please share this with your co-workers Call for More Volunteers! Corunna High School

What's Going On?

Wednesday, December 9, 2009 is Mock Interview Day at Corunna High School. This is the day that all sophomores get a chance to do a practice interview with members of the business community.

We Need Your Help!

We need business volunteers who are willing to contribute time to interview students.

Here's How it Works

Each interviewer is set up at a table in the Corunna High School Library. You are given a student's resume and an application. The student waits at the entrance while you review the material. When you are ready, you stand up and the student approaches. You will be given 25 sample interview questions. You will be interviewing the student for approximately 10 minutes. Upon completion of the interview portion, you'll review the Student Rating Sheet with the student and offer suggestions on eye contact, presentation, completion of the application, etc.

Why Should You be a Mock Interviewer?

These students are your next best employees and this process helps them prepare themselves for the world of work. For a very little commitment of your time and energy, you will receive huge rewards and be delighted at the caliber of the students in our schools.

Here's What We Need: Please circle the time(s) that best fit your schedule:

7:30 a.m. – 9:00 a.m.

Need 1 more volunteer

11:00 a.m. – 12:30 a.m.

Need 3 more volunteers

Name _____ Company _____

Phone _____ Email _____

Please return this form to **name and contact information**.
If you have any questions, call **name and contact information**.
You will receive a reminder, please be sure to include your email address above.

Thanks for your participation!

Name Tent Sample

John Doe
Chamber of Commerce

SAMPLE

Corunna High School - Mock Interview Sign-In Volunteer Schedule - 12/9/2019

Volunteer **Company**

1	Buckovick, Christina	SRES	
2	Dotson, Renee	SRES	
3	Ganssley, Sharon	SRES	
4	Pyles, Brian	SRES	
5	Seigel, Lisa	SRES	
6	Ziola, Ashley	SRES	
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			



MOCK INTERVIEW RATING SHEET

Directions to Employer: Please check the answer that best describes the student during the interview. This form will be used to improve interviewing skills, so please give **honest** feedback. Any “tips” you can give the student will be greatly appreciated. Thank you.

Name of Student _____

Name of Interviewer _____ Date _____

A. RESUME AND APPLICATION

Appropriate information	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Needs Work
Neatness	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Needs Work
Complete and organized	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Needs Work
Comments/Advice _____			

B. THE INTRODUCTION

Introduced self appropriately	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Needs Work
Firm handshake	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Needs Work
Good eye contact	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Needs Work
Comments/Advice _____			

C. INFORMATION SHARING

Stated skills and experiences clearly	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Needs Work
Avoided giving inappropriate information	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Needs Work
Appeared interested and enthusiastic	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Needs Work
Was able to answer questions and communicated clearly	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Needs Work
Asked at least one question regarding employment	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Needs Work
Comments/Advice _____			

D. THE CLOSING

Offered to follow-up on the interview (i.e.: May I contact you?) Yes No Needs Work

Offered a final handshake Yes No Needs Work

Comments/Advice _____

E. EMPLOYER IMPRESSIONS

Was appropriately dressed and groomed Yes No Needs Work

Was prepared for the interview Yes No Needs Work

Had an appropriate attitude Yes No Needs Work

Used proper body language Yes No Needs Work

Comments/Advice _____

CLOSING COMMENTS: Statement of the interview, student involvement and process.

If you have a job opening, would you consider the applicant for employment?

Yes No Maybe

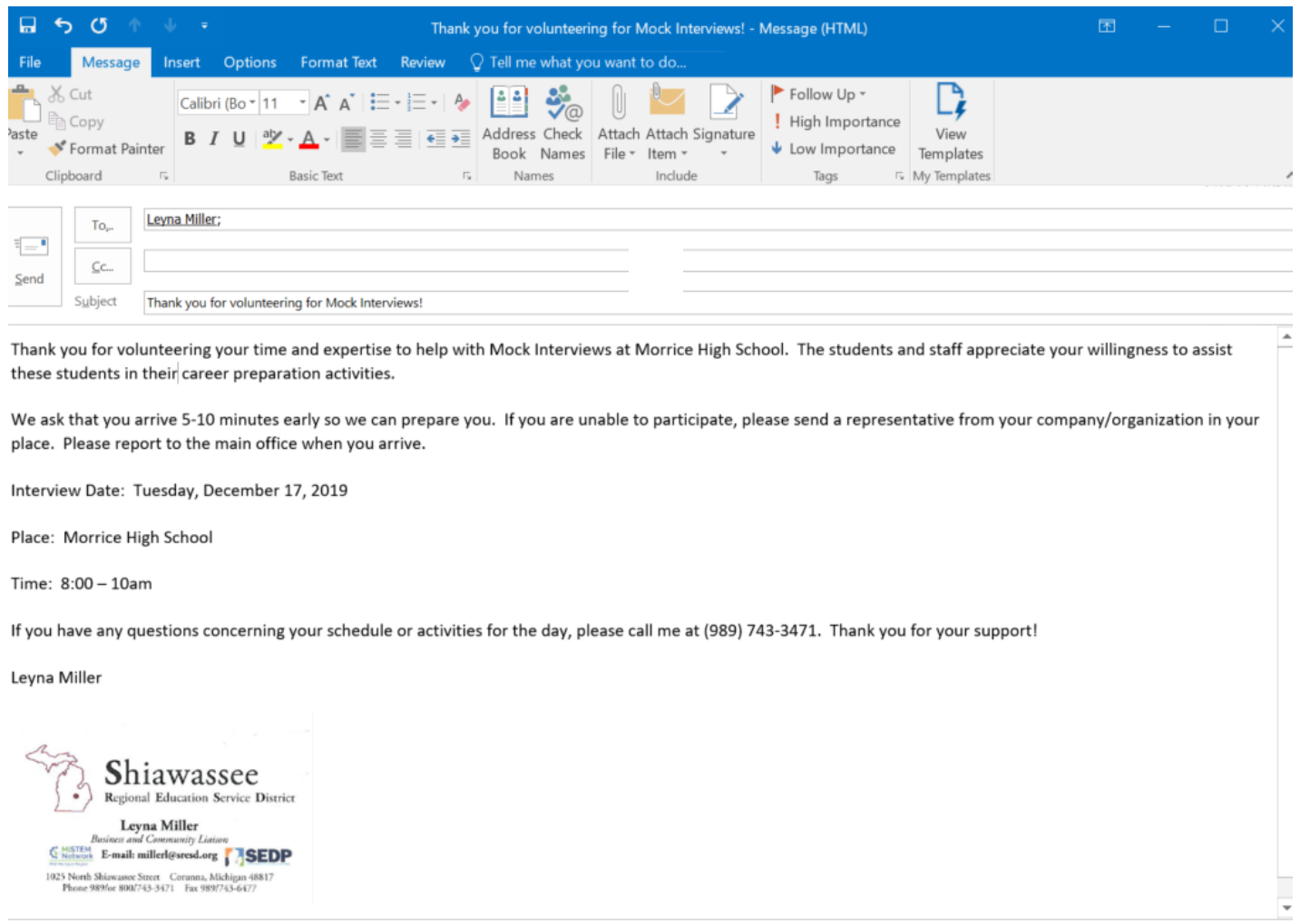




25 Most Often Asked Interview Questions

1. Tell me about yourself.
2. What do you see yourself doing five years from now? Ten years from now?
3. What are your greatest strengths and greatest weaknesses?
4. How would others describe you?
5. How would you describe yourself?
6. What does success mean to you?
7. What accomplishment has given you the most satisfaction? Why?
8. What school subjects do you like the most? Least? Why?
9. How would you rate your attendance in school?
10. Do you plan to continue your education?
11. Are your grades a good indication of your capabilities? Why or why not?
12. What extracurricular activities do you participate in?
13. What have you learned from participating in these extracurricular activities?
14. In what kind of work environment are you most comfortable?
15. Describe your ability to work under pressure.
16. Describe your previous work experiences.
17. What do you feel are the qualities of a successful employee?
18. Describe the desirable characteristics of a manager or supervisor.
19. Why should I hire you?
20. What skills do you bring to this position?
21. If you're having a problem with a co-worker, how would handle the situation?
22. Have you ever had trouble getting along with people?
23. What are your hobbies?
24. Do you like routine work?
25. How much money do you expect to make?

Sample Volunteer Reminder E-mail



The screenshot shows an Outlook window titled "Thank you for volunteering for Mock Interviews! - Message (HTML)". The ribbon includes File, Message, Insert, Options, Format Text, and Review. The ribbon buttons include Cut, Copy, Paste, Format Painter, Clipboard, Calibri (Bo), 11, A+, A-, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Address Book, Check Names, Attach File, Attach Item, Signature, Follow Up, High Importance, Low Importance, View Templates, and My Templates.

To: Leyna Miller;
Subject: Thank you for volunteering for Mock Interviews!

Thank you for volunteering your time and expertise to help with Mock Interviews at Morrice High School. The students and staff appreciate your willingness to assist these students in their career preparation activities.

We ask that you arrive 5-10 minutes early so we can prepare you. If you are unable to participate, please send a representative from your company/organization in your place. Please report to the main office when you arrive.


Interview Date: Tuesday, December 17, 2019

Place: Morrice High School

Time: 8:00 – 10am

If you have any questions concerning your schedule or activities for the day, please call me at (989) 743-3471. Thank you for your support!

Leyna Miller

 **Shiawassee**
Regional Education Service District
Leyna Miller
Business and Community Liaison
E-mail: millerl@resd.org SEDP
1025 North Shiawassee Street Corauna, Michigan 48817
Phone 989/for 800/743-3471 Fax 989/743-6477

Preparing for Mock Interviews

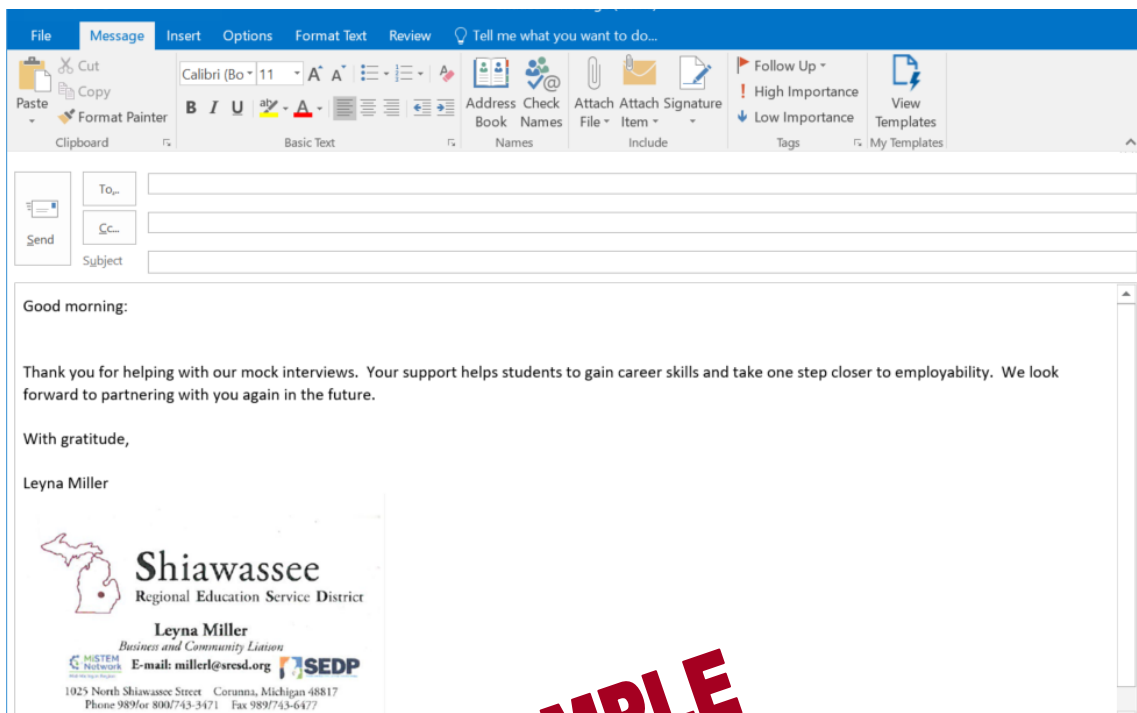
- 1. Prepare and set out table tents (one per table) with volunteer's name and place of business.**
- 2. Prepare and set out sign-in sheet to verify volunteer's contact information (see sample, page 8).**
- 3. Place one copy of the "25 Most Asked Interview Questions" on each table, along with several rating sheets and a pen (page 11).**
- 4. Review the Mock Interview process with each volunteer, especially new recruits. Remind the volunteer to cue the student(s) twice (see sample, page 14).**
- 5. You may wish to provide refreshments for the volunteers (water, coffee, etc.)**
- 6. Ensure you have extra Rating Sheets on hand.**
- 7. Keep a camera handy if you wish to take pictures.**



Mock Interview Procedure

1. Provide each employer with rating sheets and interviewing questions.
2. Several students should be brought in and seated in the interviewing room to mirror the practice of waiting in a lobby.
3. The coordinator will bring the student's packet to each employer to review prior to beginning the interview. Coordinator: please make sure the student is aware of whom their interviewer will be.
4. Employers will find a completed application and resume in the packet. They will review the paperwork. On the application all sections should be completed, including work history and references. Resumes should be complete and neat. Employers may write on the application and/or the resume.
5. Once the employer is ready to begin the interview they will stand up at their table. This will be the student's cue to go to the table.
6. Students should introduce themselves by first and last name; have a firm handshake and good eye contact. These are the first 3 things on the rating sheet.
7. The employer will then begin the interview by asking questions. Each interview should last approximately 10 minutes. As students answer questions they should show enthusiasm, proper body language and avoid inappropriate answers.
8. The employer should cue the student twice during the interview process. The first cue will be the employer asking the student **"Do you have any questions?"** The student should respond with a typical question that can be used in any interview. The second cue will be at the end of the interview by the employer saying **"we will be getting back to you."** The student should respond by asking for a follow up call. "May I contact you?" or "Would it be more convenient for me to contact you?" The employer may respond with a date and time.
9. The employer then closes the interview. The student will stand and shake your hand and begin to leave.
10. The employer should then have the student sit back down and provide the student with feedback on how they did. This can be 3-5 minutes. It is very important that their appearance be rated properly. If you do not feel their outfit is appropriate for an interview, please review that concern with the student. This should include their attire, shoes, jewelry, facial piercings etc...
11. The student will then leave and the employer will continue to complete the rating sheet.
12. The coordinator should pick up the completed packet and bring another packet to the employer.

Sample Volunteer Thank-You E-mail



SAMPLE
**Items in red should
reflect the information for
your district.**

Volunteer Resource List

For consulting support in connecting with local business and industry representatives in your area, please contact:

- Leyna Miller at miller@sresd.org
SEDP, Shiawassee RESD, MiStem
- Renee Dotson at Dotson@sresd.org
WIOA, Employability lessons, Shiawassee Scholars
- Vonda Evans at evans@sresd.org
WIOA

989-743-3471



Appendix