

MOCK INTERVIEWING GUIDELINES

What is a Mock Interview?

The most neglected part of the job search is also the most important: ***the interview***. The best way to prepare for an interview is to practice. Career Services provides private practice interviews for Sage students and alumnae (i). The session consists of a short (20-30 minute) videotaped “interview.” A career counselor will ask typical traditional and behavioral based interview questions tailored to your specific career field. After the interview, you and the career counselor review and discuss the videotape. Suggestions are provided designed to help you improve your interviewing strategy.

The Mock Interview is an excellent opportunity to see how you present yourself, to evaluate your strengths, and to note areas for improvement.

How Do I Schedule A Mock Interview?

Call or stop by Career Services on the 2nd floor of Hart Hall and ask to set up a date and time for your interview. *Your appointment will be set up approximately 2 weeks from the time you contact Career Services.* This lag time will allow you to submit your resume and prepare for your interview prior to the appointment.

What Should I Do To Prepare For My Mock Interview?

Do Your Homework!

- Know yourself; inventory your 3-5 most marketable skills, interests, and values
- Know your career field; conduct research online and in the Career Services Library
- Know your employer; the specific position for which you are applying, the job duties
- Dress professionally; be aware of your presentation and image
- At least 2 days prior to your appointment submit a resume, cover letter, and if possible, a copy of the position for which you are applying
- Arrive for the mock interview at least 10 minutes early and check in with staff
- Take 3 deep breathes before your interview; relax and be yourself
- Imagine this as a real interview
- Sell your skills and abilities; address the recruiter’s needs using examples