

## Mock Interview Assignments

### **Option 1: Simple Mock Interview for Every Student Sociology/Criminology Professional Development Course**

Class Meeting 1 – Introduction to Interviewing. The class is guided in discussion talking about the interview process including; how to present yourself, appropriate dress, how to handle your nervousness, typical questions asked in the interview, questions to ask, how to handle illegal questions and how to follow up after the interview. Class discussions can lead to a selection of great questions and discussion in how to respond.

Students then sign up for mock interviews to occur over the next 1-3 class meeting.

Class Meeting 2-4: 5-8 students participate in mock interviews for each class session and are encouraged to dress for the interview. Faculty, staff, or students make up the panel of 2-3 interviewers in rotation so every student has a chance to interview and be interviewed in the process. Each interviewee is asked a starter question of “tell us about yourself” followed by 4-6 other typical interview questions as the rest of the class watches the process. The goal is to have the entire class be exposed to a broad number of questions. Follow up discussion and feedback occurs after each interview.

### **Option 2: 2-3 Question Mock interviews – Full Class Rotation Political Science Internship Course**

Class Meeting 1 – Introduction to Interviewing. The class is guided in discussion talking about the interview process including; how to present yourself, appropriate dress, how to handle your nervousness, typical questions asked in the interview, questions to ask, how to handle illegal questions and how to follow up after the interview. Class discussions can lead to a selection of great questions and discussion in how to respond.

Class Meeting 2 – Everyone attends class dressed for an interview. Best arrangement is for the class to sit in a horseshoe around one chair that is for the interviewee. Each student is given a list of questions from which to choose. Each student has a turn to sit in the interview chair. Going around in a circle each student picks a question to ask of the student currently being interviewed. Every 2-4 questions (depending on class size) the student in the seat switches with the next student until every student has been interviewed. If time allows, each interview can be discussed as the switch occurs or the entire process can be discussed at the end of the class session. The goal is to have the entire class exposed to a broad number of questions and responses.

### **Option 3: 2-3 Sample Mock Interviews International Studies Clip-on Career Workshop**

Class Meeting – Begin with introduction to Interviewing. The class is guided in discussion talking about the interview process including; how to present yourself, appropriate dress, how to handle your nervousness, typical questions asked in the interview, questions to ask, how to handle illegal questions and how to follow up after the interview. Class Discussions can lead to a selection of great questions and discussion in how to respond.

Then with 2-3 prearranged volunteers conduct full mock interviews in front of the class that are each followed by class discussions about the questions, responses and presentation. All students are exposed to the process but not every student experiences the mock interview.

#### **Option 4: Group Mock Interviews and Question Prep Spanish Capstone**

Class Meeting 1 – Begin with introduction to Interviewing. The class is guided in discussion talking about the interview process including; how to present yourself, appropriate dress, how to handle your nervousness, how to handle illegal questions and how to follow up after the interview.

Form the class into groups but call the groups “hiring committees.” Each committee is then given resumes and cover letters from previous assignments in the class, they will be looking at classmates’ documents (but each hiring committee should not receive any of their own resumes). Their job is to select the best resume and cover letter in the random stack they have been given to move on to the next stage, the interview.

The student selected by each hiring committee will then begin preparing for an interview while the hiring committees begin to work on finding and creating a list of appropriate interview questions for the candidate they selected. This can be based on the kind of work that student hopes to achieve after graduation, their cover letter and resume and can also include more general questions.

Class Meeting 2 – The selected candidates come to the class prepared to interview and wearing interview attire. Each committee takes turns coming to the front, explaining why they selected their candidate’s resume and cover letter and then begins interviewing their candidate. Following each interview the entire class and the student experiencing the interview provides feedback on the experience and suggestions regarding the interview.