Mock Job Interviews

**Objectives**
Students will:
- Practice job interview skills
- Gain awareness of world of work
- Clarify short-term goals

**Materials Needed**
- Employers or community members to act as interviewers
- Sample interview questions
- Print or online job interview tips
  - ISEEK: [www.iseek.org/jobs/interviews.html](http://www.iseek.org/jobs/interviews.html)
  - MCIS: [http://mncis.intocareers.org](http://mncis.intocareers.org) {subscription required}
  - STEP AHEAD: [www.iseek.org/exoffenders/find-job/how-to-interview.html](http://www.iseek.org/exoffenders/find-job/how-to-interview.html)
- Video recording equipment (optional)

**Instructions**
This activity is helpful for teens and adults who are ready to look for part-time, summer or full-time employment or internships.

1. Discuss job interviews with students. Include the following information:
   a. What are job interviews? How are they different from informational interviews?
   b. When might you have a formal interview for things other than a job (e.g. internships, college interview)?
   c. What's included in a typical job interview? What do the employers do? What is expected of you?
   d. What questions might be asked?

2. Divide students into pairs and have them practice interviewing for a job.
3. After an initial practice, divide students into triads identifying one as an employer, one as an interviewee and one as an observer. Have the observer take notes and share feedback.
   a. What was the interviewee’s body language like?
   b. How well did the interviewee respond to questions? (content of answers)
   c. What did the interviewee sound like (tone of voice, speech patterns)
   d. Did the interviewee seem confident and knowledgeable?
   e. What did the interview do well?
   f. What would an employer say to help the interviewee improve?

4. In a separate session, invite employers or community members to conduct mock interviews with students one at a time. Employers can bring their own questions or you can provide questions for them.
   a. Video record the mock interviews for the students to review.

5. Using the videos and observer comments, have students analyze their own behavior during the interview and provide feedback on areas of strengths and weaknesses.

**Evaluation of Learning**

- Grade students’ participation as mock employers, observers and interviewees.
- Assess students’ participation in discussion and activities.
- Employers can grade or critique students’ interview performances.
- Conduct mock interviews at different times in the term. Grade students’ improvement in interviewing skills.
- Monitor students’ communication skills and interactions with guest interviewers.

**Enhanced Learning**

- Have students dress appropriately for the interviews with the guests.
- Have students write a follow-up letter to the guest interviewers.
- Lead a discussion on how to answer interview questions. Have class generate potential answers to commonly asked and difficult questions.
- Have students choose an internship, volunteer opportunity or job to interview for.