



# Mock Interview Preparation

G8

Are you nervous about the thought of interviewing for an internship and/or full-time opportunity? Interview anxiety is a problem encountered by many new job seekers. The anxiety most often results from not knowing what to expect from an interviewer and from being uncertain about the type of impression you project. However, as you have surely heard many times before, practice makes perfect. With interview preparation and practice, your interview anxiety can be relieved. CASNR Career Services provides the opportunity for you to practice your interview skills through individually scheduled mock interviews. These interview opportunities are designed to simulate job interviews that you hope or expect to have in the near future.

### Purpose of a Mock Interview

Obviously a mock interview situation will not be identical to an actual interview with a particular organization. However mock interviews are designed to help you:

1. Identify the most difficult questions you anticipate being asked during an interview and develop an appropriate response,
2. Decide what qualifications and information you want to convey to a prospective employer to influence him/her to select you for the position, and
3. Obtain feedback concerning the impression you project to prospective employers.

### Playing Your Part

A mock interview is the equivalent of a dress rehearsal for your real interviews. Consequently, CASNR Career Services suggests that you dress professionally, as you would for real interview. Dressing professionally will allow you the opportunity to become accustomed to professional attire and to receive feedback on your professional appearance.

### Scheduling a Mock Interview

Mock interviews are scheduled on an individual basis by completing the assignment portion of this Ready Reference and submitting it with a copy of your résumé to CASNR Career Services, 136 Ag Hall. When you submit your assignment and résumé, the unit assistant will schedule you an appointment with a CASNR Career Services staff member for the following day or any day thereafter. In order to allow the mock interviewer enough time to prepare for your interview, mock interviews will not be scheduled for the same day that you submit your materials.

### Preparing for the Interview

As with any interview, CASNR Career Services suggests that you not go into your mock interview without adequate preparation. Although you will have to achieve some preparation by completing the attached mock interview assignment form, we also suggest that you review the remaining Ready References on interviewing (code letter G).

✓ **HOT TIP:** An interview is not an acting session. It is a chance to showcase the “real you” and to see if you fit the job and if the job fits you. Be yourself!

### **Pre-Interview Assignment**

Step 1 – Select three questions from the Interview Questions and Answers Ready Reference (G3) that you anticipate being difficult to answer in a job interview. Write out a brief (25 words or less) practice answer to each of the questions on the attached assignment form. If you have another question not mentioned on the list that you would like to address, include that question with a brief, practice answer on your assignment form as well.

Step 2 – In addition to being an opportunity for a prospective employer to ask questions of you, an interview is also an opportunity for you to clearly communicate to the interviewer why you believe you should be offered the job. Upon entering an interview you should be prepared to make convincing statements about yourself and your qualifications. Below are a few reasons why you may believe that you are the ideal candidate for the position you are seeking. Select at least one of these reasons and on the attached assignment form complete in 25 words or less how you would support that reason.

- I have job experience related to the position I am seeking.
- I have internship experience relevant to this position.
- I have unpaid, volunteer, organization and/or committee experience relevant to the position I am seeking.
- I have the necessary skills to fulfill the requirements of this position.
- I have successfully completed coursework that relates to this career opportunity.
- I am very knowledgeable about this career field.
- I am very motivated to work for this organization.

Step 3 – By completing the first two steps, the mock interviewer will be able to provide you with feedback on how well you responded to the difficult questions you identified and on how well you market yourself through your statements. On the appropriate section of the assignment form, describe any other aspects of your interview performance about which you would like to receive feedback. What else would you like to know?

Step 4 – An interview is an interactive opportunity for an employer to learn more about you and for you to learn more about an employer. You should always be prepared to ask questions during an interview that will assist you in making your career decision if an offer is extended to you. Write out three questions on the attached assignment form that you could use to obtain important prospective employer information. The Asking Questions in the Job Interview Ready Reference (G5) may be helpful in completing this step.

# Mock Interview Assignment Form

**Directions:** To participate in a mock interview, complete this form and submit the form with a copy of your résumé to CASNR Career Service in 136 Ag Hall.

## 1. Responding to Difficult Questions

Difficult Question: \_\_\_\_\_

\_\_\_\_\_

Practice Answer \_\_\_\_\_

\_\_\_\_\_

Difficult Question \_\_\_\_\_

\_\_\_\_\_

Practice Answer \_\_\_\_\_

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Difficult Question \_\_\_\_\_

\_\_\_\_\_

Practice Answer \_\_\_\_\_

\_\_\_\_\_

Difficult Question \_\_\_\_\_

\_\_\_\_\_

Practice Answer \_\_\_\_\_

\_\_\_\_\_

## 2. Marketing Your Qualifications through Statements

I have job experience related to the position I am seeking. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have internship experience relevant to this position. \_\_\_\_\_

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I have unpaid, volunteer, organization, and/or committee experience relevant to the position I am seeking. \_\_\_\_\_

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I have the necessary skills to fulfill the requirements of this position. \_\_\_\_\_

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I have successfully completed coursework that relates to this career opportunity. \_\_\_\_\_

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I am very knowledgeable about this career field. \_\_\_\_\_

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I am very motivated to work for this organization. \_\_\_\_\_

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### **3. Other Desired Feedback**

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### **4. Questioning the Interviewer**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_