MOCK INTERVIEW PROGRAM

Program Goal: To provide SPU students the opportunity to practice and/or improve their interviewing skills. This program helps students to perfect interviewing techniques and receive valuable feedback and performance coaching by counselors and experienced professionals.

"Working with a professional and receiving valuable feedback on your performance in a mock interview is similar to working with a sports coach to learn how to improve your game" (monster.com). In today’s competitive world, students must be prepared. The CDC recommends that all students searching for a job participate in a mock interview.

Program Overview

- **Sign up** for a mock interview time with the Career Development Center (CDC), 2nd floor SUB, or call 281-2344.
- **Bring or send a copy of your resume** when signing up to allow the interviewer to review the resume in advance.
- **Bring a copy of a job description** for a position that interests you.
- The entire session will take about an hour and will include an interview session with CDC staff and/or volunteer professional and constructive feedback as to how to improve your interview skills.
- Students will be videotaped and receive constructive feedback that helps to identify their strengths and weaknesses in an interview setting.

Preparation

- Students should research the company/industry and job of interest – prepare as if you are going for a real job interview! (e.g. what skills are they looking for?)
- Script sample answers to demonstrate a connection between your experiences and the job requirements, and prepare a few stories that illustrate your skills and strengths.
- Have questions prepared to ask the interviewer (as you would in a real job interview).
- Review the “Interviewing” section on the CDC website.
- Cancellations – If you are unable to make your scheduled interview, phone CDC immediately so someone else can use the time slot.

The Interview Session

- Be on-time. Sign in at Career Center, 2nd floor SUB.
- Dress professionally – as though it is an actual company interview (business attire).
- Greet the interviewer with a smile and an enthusiastic handshake.
- Listen to the questions…and ask for clarification if the question is not clear.
- Keep answers concise and to the point.
- Make sure that you are marketing yourself to the interviewer.

The Professional Feedback

- Observe your feelings while viewing the tape and listening to your answers. Are you presenting yourself as you intended?
- Ask for suggestions for improvement in areas where weaknesses are noted.
- Learn from your performance. This is an excellent opportunity to learn how you will be perceived by recruiters, hiring managers or human resource professionals.

SPU Career Development Center*SUB 2nd floor*206-281-2344*www.spu.edu/depts/cdc/edu