



TOOLKIT & RESOURCES

Mock Interviews



- Explore with **confidence.**

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A Collaborative Project with the
IOWA WORK-BASED LEARNING
COORDINATORS



A QUALITY MOCK INTERVIEW EXPERIENCE

properly prepares students for interviews prior to the mock interview experience, supports the students, industry professionals and educators during the mock interview experience and provides an opportunity for student reflection after the mock interview experience.

This tool kit offers:

- * A general work-based learning preparation experience for students through classroom preparation
- * An experience to prepare students in an internship program to practice and learn interviewing skills before their professional internship interview

HOW THIS TOOL KIT IS ORGANIZED:

SECTION 1

Classroom Preparation Prior to the Mock Interview Experience

SECTION 2

Resources to Support Mock Interviews

SECTION 3

Mock Interview Reflection

The resources, activities and instructions listed in this document should be considered suggestions. They are not requirements for planning and executing a mock interview experience.





SECTION 1

CLASSROOM PREPARATION PRIOR to the **MOCK INTERVIEW EXPERIENCE**

Prior to the mock interview experience, the educator should prepare students through instruction and classroom activities.

Provide Instruction for Students on Interview Tips and Organizational Research

DIRECT INSTRUCTION: Interview Tips

Article: **10 Best Job Interview Tips for Job Seekers**

Author: Randall Hanse, Career Advice Expert

ACTIVITY: Article Reflection

1. What is one tip from the article that you feel you need to work on to prepare for your mock interview?
2. In your opinion, what are the two most important tips on the list? Provide evidence to support your answer.

ACTIVITY: Research the Organization

Steps:

1. Choose an organization you would love to work for that you are not already familiar with.
2. Find the organization's website and look through the content. Read as much information as possible and identify the individual most likely to interview you.
3. Find the organization's page on social media channels like Twitter, Facebook and YouTube to learn more about the organization.
4. Use LinkedIn to find individuals from the organization you may be meeting. Read about their background.
5. Search on news.google.com for more information on the organization.

ACTIVITY: Complete an Organization Research Summary

Use the information you discovered:

- Who is the CEO?
- When and why was the organization founded?
- Are there multiple locations? Where are those locations?
- How does the organization make money? What is their product or service?
- Why do customers choose the organization?
- How is the organization different from their competitors?

Prepare Students on Appropriate Interview Attire

DIRECT INSTRUCTION/RESOURCE:

Interview Attire

- * Not everyone needs a suit and tie for an interview but you should always dress up.
- * Research your career path and attire to determine appropriate interview clothing.
 - o [Dress for Success Poster - Corporate](#)
 - o [Dress for Success Poster - Non-Corporate](#)
- * Discuss other tips for the interview such as: proper handshakes, how to style hair, appropriate jewelry, bag/briefcase, what to do with your phone, non-verbal communication (eye contact, smiling), etc.

SEARCH TIP: Dress for Success Posters can be found on the Iowa Intermediary Network website: iowain.org/educators-instructors

DIRECT INSTRUCTION/RESOURCE:

Business Attire

Article: **Guide to Business Attire (With Examples)**

Author: Indeed Editorial Team on March 7, 2021

Preparing for Mock Interview Questions

DIRECT INSTRUCTION:

Preparing for Mock Interview Questions

*Use articles or YouTube clips to go over common interview questions and have students practice answering common questions.

1. Tell me about yourself.
2. What do you know about our organization?
3. What is your greatest strength?
4. What is your greatest weakness?
5. Why are you leaving your current job?
6. Describe a time you had to overcome a difficult obstacle.

*Provide a list of sample questions for students to work through answering and practicing with. Students should understand the mock interview (and real interview) will still be unpredictable with the questions asked.

ACTIVITY:

Avoid these Interview Mistakes.

Interview mistakes can be presented to students either through a classroom discussion or role playing.

ACTIVITY:

Practice Answering Questions

Students can write out answers to sample interview questions or practice interviewing other students in the classroom. The planning worksheet on the next page allows students to think through examples on key topics to highlight during their interview.

PREPARATION ACTIVITY:
Prepare for your Interview

NACE® Career Readiness Reflections

For each of the categories listed as career competencies, identify activities or accomplishments you have done in a job, activity or at school. These accomplishments can be supporting evidence you use during your interview to showcase your talents.

CAREER COMPETENCY	ACTIVITIES TO ACHIEVE COMPETENCY (Job/Volunteer/Club/Etc.)	HOW COMPETENCY IS ACHIEVED
Career & Self Development		
Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.		
Communication		
Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.		
Critical Thinking		
Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.		
Equity & Inclusion		
Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.		
Leadership		
Recognize and capitalize on personal and team strengths to achieve organizational goals.		

Professionalism		
Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.		
Teamwork		
Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.		
Technology		
Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.		

*National Association of Colleges and Employers

DIRECT INSTRUCTION/RESOURCE:

Discuss Online Job Interviews

Article: How to Ace an Online Job Interview

Author: Christopher Null

DIRECT INSTRUCTION:

Getting the Job: 101

Free Video.

Visit the Connection Lab on the [Iowa Intermediary Network](#)

Website under the category Employability Skills.



SECTION 2

RESOURCES to SUPPORT MOCK INTERVIEWS

This section will provide resources to support quality mock interviews in collaboration with your regional intermediary coordinator connected with the Iowa Intermediary Network.



MOCK INTERVIEW RUBRIC

Interviewee:

Interviewer:

CATEGORY	SCORE	COMMENTS
Resume <ul style="list-style-type: none">• Is resume professional and neat?• Is resume free of errors?• Does resume "sell" examples of transferable skills?	<input type="checkbox"/> Far below standard (1 point) <input type="checkbox"/> Below standard (2 points) <input type="checkbox"/> Meets standard (3 points) <input type="checkbox"/> Above standard (4 points) <input type="checkbox"/> Far exceeds standards (5 points)	
Appearance and Poise <ul style="list-style-type: none">• Is interviewee punctual?• Is interviewee dressed professionally and appropriately?• Does the interviewee appear confident and poised?• Does interviewee maintain good posture?• Does interviewee make eye-contact with the interviewers?• Does interviewee give an appropriate handshake?	<input type="checkbox"/> Far below standard (1 point) <input type="checkbox"/> Below standard (2 points) <input type="checkbox"/> Meets standard (3 points) <input type="checkbox"/> Above standard (4 points) <input type="checkbox"/> Far exceeds standards (5 points)	
Skill Presentation: <ul style="list-style-type: none">• Is interviewee answer content of each question clearly?• Is interviewee sell their skills?• Does the interviewee appear prepared and knowledgeable about the position they are applying for?• Does interviewee reference items on their resume?• Does interviewee appear to give straightforward, honest responses?• Does interviewee come across as someone who can work with others?	<input type="checkbox"/> Far below standard (1 point) <input type="checkbox"/> Below standard (2 points) <input type="checkbox"/> Meets standard (3 points) <input type="checkbox"/> Above standard (4 points) <input type="checkbox"/> Far exceeds standards (5 points)	
Delivery and Language <ul style="list-style-type: none">• Does interviewee use proper language and enunciate their responses?• Is interviewee professional, and mature throughout the interview?• Does the interviewee answer questions with appropriate wait time?• Does interviewee avoid distracting mannerisms and phrases? ("ums", tapping, hair twirling, etc.)	<input type="checkbox"/> Far below standard (1 point) <input type="checkbox"/> Below standard (2 points) <input type="checkbox"/> Meets standard (3 points) <input type="checkbox"/> Above standard (4 points) <input type="checkbox"/> Far exceeds standards (5 points)	



MOCK INTERVIEW RUBRIC

SCORING SCALE

YOUR SCORE	HOW YOU DID
18 to 20 points	YOU'RE HIRED!!! <ul style="list-style-type: none">• Stellar resume• Great poise, professional dress, great eye-contact• Very confident• Detailed and specific answers to questions• Sells skills and references previous experience• Appears to have many leadership qualities• Appears very honest and easy to work with• Interviewee is professional when responding• Very clear and concise manner of speaking• Above-average maturity
15 to 17 points	WE'RE CONSIDERING YOU... <ul style="list-style-type: none">• Thorough resume• Decent poise, professional dress, good eye-contact• Somewhat confident• Specific answers to questions• Sells some skills• Appears to have some leadership potential• Appears honest and non-conflict prone• Interviewee is usually professional when responding• Clear manner of speaking• Noticeable maturity
12 to 14 points	WE MIGHT HAVE HIRED YOU, BUT... <ul style="list-style-type: none">• Resume is organized but shows little experience• Not enough poise, semi-professional dress, some eye-contact• Confidence is not convincing• Specific answers to some questions, other too general• Comes across as a little too inexperienced• Appears to be hard-worker, but not necessarily a leader• Appears to have some communication problems• Interviewee attempts to be professional when responding• Manner of speaking is comprehensible, but sometimes a bit unclear• Some maturity evident
11 points or less	DON'T CALL US, WE'LL CALL YOU... <ul style="list-style-type: none">• Resume feels incomplete or has many errors• No poise, dress too casual or inappropriate, poor eye-contact• Lack of confidence• Answers to questions are not convincing, relevant or sufficient• Inexperience is obvious• Does not appear to possess leadership skills• Does not come across as a dependable employee• Interviewee is not professional when responding• Manner of speaking is unclear, jumbled or poorly worded• Interviewee needs more experience and maturity



SECTION 3

MOCK INTERVIEW REFLECTION

After mock interviews have occurred and the students have had an opportunity to review their feedback, have students reflect on their experiences.

ACTIVITY:

Sample Reflection Questions:

1. Identify at least four of your strengths during the interview?
2. Identify at least four things you should work on prior to an actual interview? In the future, how are you going to combat these problem areas?
3. What are three things you learned from this experience?
4. Did you find this experience beneficial? Why or Why not?
5. How did you prepare for this interview? How could you have better prepared for this interview?



Iowa Intermediary Network's
WORK-BASED LEARNING SERVICES

- career classroom speaker
- career immersion experience
- connection lab live & recorded events
- individual worksite job shadow
- interactive career event
- internship/MOC support
- mock interviews
- professional skill development activities
- virtual career event
- virtual job shadow/informational interview
- worksite exploratory event



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FIND A REGIONAL COORDINATOR

Scan the code at left or visit
iowain.org/connect.

Enter your zip code and you'll have
the contact information you need
to reach out.