



Bryan Graduate Career Services

Mock Interview Tip Sheet

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- **There are two main components to the mock interview: the actual interview and the feedback.** However, every interviewer has their own interviewing style, so they might go about this process slightly differently. Be prepared to receive feedback on all aspects of your interview from appearance to presentation to verbal and non-verbal communication. Since the purpose of the mock interview is to help you improve/strengthen your interviewing skills, the feedback is a very valuable part of this process. The feedback will help you better prepare for future interviews. **I would recommend bringing a notepad and a pen to take notes during the feedback portion of the mock interview.**
- **Submit a copy of your resume to the interviewer.** Please be sure you submit a copy of your most up-to-date resume at least 2 days prior to your mock interview to Darlene Broadhurst (or the person conducting your mock interview). Please send your resume to Darlene at debroadh@uncg.edu.
- **Please prepare for your mock interview as you would for a real interview.** Review interview questions and give some thought as to how you would respond to different questions. It might be helpful to write down your responses as you review interview questions. Be thinking of **SPECIFIC EXAMPLES** you could use during the interview to better explain or provide evidence of your skills, abilities, experiences, etc.
- **Dress professionally.** Even though this is a practice interview, it is important to dress as you would for a real interview because you tend to carry yourself differently and you portray a different image when you're wearing a suit. Remember, if in doubt, dress conservatively. If you have questions about what to wear, please ask, or visit: <http://www.symsdress.com>
- **Arrive about 10 minutes early for your mock interview.** It's always better to have to wait a few minutes, than to be late. If you drive to campus, please take the parking situation into consideration so that you don't arrive late.
- **Please bring an extra copy of your resume to the interview printed on resume quality paper, as you would if you were going to a real interview.** When going to a real interview, you should always bring extra copies of your resume, as well as a copy of your reference list. Some candidates also bring their portfolio to an interview.
- **Do your research.** Since the mock interviews are primarily for practice purposes, they're not really based on a particular position or company. However, the interviewer will probably tailor the interview to the types of interests you have listed on your resume. Be prepared to talk about your career interests and why you're interested in a particular career field. Also, be prepared to articulate how your skills, abilities, and experiences make you the perfect fit for the type of position (also

company and industry) you're interested in. The interviewer is looking for the best candidate for the job. So ask yourself, what makes you stand out from the other candidates interviewing for the job?

- **Prepare a list of questions that you would want to ask the interviewer if this were a real interview.** Even if the person conducting the mock interview doesn't ask you if you have any questions, use this opportunity to get feedback from the interviewer about the types of questions that are appropriate/inappropriate to ask during an interview, and let them know the types of questions you have in mind.
- **After the mock interview is over, remember to get a business card from the employer, and send a thank you note to the employer within 24 hours.** Again, even though this is a mock interview, it's important to send a thank you note to show your appreciation for their time and for their feedback. Also, it's simply a professional courtesy, and it's a way for them to remember you. **(This is for Employer Mock Interviews, in particular.)**
- **Please remember to treat this mock interview as a real interview.** The mock interview will be conducted from start to finish as if it were the "real thing," from the initial handshake to the very last question. The interview – whether real or practice – is an opportunity for you to market yourself. Use that opportunity wisely and remember to make a great first impression. Prepare for it as if the interviewer is really considering you for a position!
- **Your mock interview will be recorded.** It is extremely helpful for you to watch yourself and see your body language, hear your voice, listen to your responses, etc.
- **If you have an emergency and you cannot make it to your mock interview, please call or e-mail to cancel.** Contact Darlene Broadhurst at debroadh@uncg.edu or 256-0390 to cancel.
- **Here are some resources you can use to do some research on interviewing.**
 - CareerBeam: www.uncg.edu/bae/gcs
 - Vault: www.uncg.edu/bae/gcs
 - CareerBuilder: www.careerbuilder.com
 - WetFeet: www.wetfeet.com
 - Job-Interview.net: www.job-interview.net
 - Monster.com: www.monster.com (click on "Career Advice")
 - Quintessential Careers: www.quintcareers.com/intvres.html
 - Career Journal: www.careerjournal.com
- If you have any questions about mock interviews, please contact Darlene Broadhurst at debroadh@uncg.edu or 256-0390.