
Employer Mock Interview Tip Sheet for Students/Alumni

- **There are two main components of the mock interview: the actual interview and the feedback.** However, since each employer has their own interviewing style, 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. **We recommend bringing a professional portfolio/notepad and a pen to take notes during the feedback portion of the mock interview.**
- **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. 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 (printed on resume quality paper) to the interview, as you would if you were going to a real interview.** If you make any changes to your resume between the time you sign up for a mock interview and the day of your mock interview, please post your updated resume to your SpartanCareers account and change the document that you originally submitted for the mock interview.
- **Research the company – even though this is only a mock interview.** Since the mock interviews are primarily for practice purposes, they're not really based on a particular position or company. However, the employer will probably tailor the interview to the types of interests you have listed on your resume. Also, since this is a mock interview, you don't necessarily have to do research on the company/organization. However, it definitely can't hurt to do a little research just to help with conversation. If you have any interest in working for the company/organization that you're doing your mock interview with, then I would say, yes, definitely do some research!
- **Prepare a list of questions that you would want to ask the interviewer if this were a real interview.** Even if they don't ask you if you have any questions, use this opportunity to get feedback from employers about the types of questions that are appropriate/inappropriate to ask during an interview, and let them know the types of questions you had in mind.
- **If you have personalized business cards, remember to bring one with you to leave with the employer.** If you don't have business cards, we suggest creating some soon.

- **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.
- **Not showing up for a mock interview is unacceptable.** These employers have offered their time and their expertise to help you improve your interviewing skills. It would be unprofessional if you didn't show up. If you have an emergency and you cannot make it, please contact Darlene Broadhurst (debroadh@uncg.edu) or Diana Brandt (djbrandt@uncg.edu) immediately to let us know. If you do not show up for your mock interview or if you cancel at the last minute, we will ask you to write a letter of apology to the employer, and we will ask that you provide our office with a copy of the letter you sent.
- **Please remember to treat this mock interview as a real interview.** The interview – whether real or practice – is an opportunity for you to market yourself. Use this opportunity wisely and remember to make a great first impression. **Also, use this mock interview as a networking opportunity.** If you're interested in learning more about your interviewer's company or opportunities with their company, or if you just have other career related questions, ask if you can follow-up with them another time for an informational interview.

If you have any questions, please contact Darlene Broadhurst at debroadh@uncg.edu or 256-0390.