

MOCK INTERVIEW PROGRAM GUIDE

(Updated on 7/13/07)

Please read all information presented here, and then fill out the form below.
After submitting the form, please call our office for an appointment.

1. **Review the information presented here, including _____ and _____, prior to your interview. This information is essential to a successful mock interview!**
2. Bring **two** copies of a completed, up-to-date resume to your interview. Failure to do so will result in cancellation of your interview. Hand one copy to the receptionist (write at the top your interview date and interviewer's name) and keep one copy for your own reference during the actual interview. The interviewer's copy of your resume will be returned to you at the end of your interview. If you would like a professional critique of your resume in advance of your mock interview, you may contact the Career Services receptionist at 453-2391 for an appointment.
3. **Dress Professionally** as outlined in Preparing for the Interview section. Look the part. Even if you are participating in a Mock Interview, you are expected to dress appropriately. Absolutely no jeans. If you are not appropriately dressed for the interview, the interview will not take place, and you will have to reschedule.
4. **Arrive at least five minutes early.** Check in with the receptionist, Woody Hall B204. If you are not at least five minutes early for the interview, the interview will take place at the interviewer's discretion. This could potentially be seen as a "no show".
5. **Mock interviews are recorded on a DVD.** When the interview is completed, the interviewer will review the recording with you. The DVD will not be saved.

IF THIS IS PART OF A CLASS ASSIGNMENT, BE ADVISED THAT YOUR INSTRUCTOR WILL RECEIVE AN EVALUATION.

The entire interview process will take approximately one hour. Be prepared to stay "in character" for the duration of the Mock Interview. Just as in a real interview, there will be no opportunity to stop and start again. Please keep in mind that a Mock Interview is treated like an actual Interview.

Cancellations/No Shows Policy

If you need to cancel/reschedule your Mock Interview, **you must give 24-hour notice by calling 453-2391.** If calling after hours the office does have a voice mail system. Please leave a clear message with your name, phone number and reason for the call. **If you do not meet the 24-hour requirement or are late you will be classified as a "no show."** You must write a _____ to the interviewer and schedule a "no show" appointment with a graduate assistant to discuss why you did not cancel 24-hours in advance (bring your apology letter to the appointment). Bring documentation for the reason the interview was missed whenever possible. Due to the demand for this program, if you miss your scheduled appointment, **you may not be able to reschedule.**