MOCK INTERVIEW DIRECTIONS

WHAT IS A MOCK INTERVIEW?
A mock interview is one of the best ways to develop and practice interview skills. Mock interviews, sometimes called practice interviews, simulate the interview environment and are facilitated by Career Services staff. The purposes of a mock interview are to:

• Simulate the actual interview condition to provide a more comfortable interview experience.
• Provide feedback that will aid you in assessing current strengths and weaknesses with regard to interviewing skills.
• Help you with the interview process by developing confidence and enhancing skills.

SCHEDULING A MOCK INTERVIEW

• Mock interviews can be conducted in person, by phone, or digitally with Skype.
• To register for a mock interview you will need to answer the following questions:
  • What are your reasons for requesting a mock interview?
  • What is your interviewing history/experience?
  • What are your concerns about interviewing? What aspects of interviewing would you like to improve?
  • Provide an up-to-date copy of your resume or CV.
  • If applicable/available please provide a position description.
  • Email all materials to cop-careerservices@osu.edu at least 24 hours before your mock interview.
  • If you need to cancel a mock interview please email or call our office (614) 292-5001 at least 24 hours in advance.

PREPARATION

• Review the interviewing guide on the Career Services website.
• Business/Professional dress is required.
• On the day of your interview, arrive 10-15 minute prior to your scheduled interview.

WHAT TO EXPECT FROM START TO FINISH

• Your mock interview experience begins the moment that your interviewer comes to greet you in the waiting area of the Student Affairs Office. You should start with a firm handshake and appropriate greeting.
• You and your interviewer will go into an office. The mock interview itself will last approximately 30-45 minutes, and the interview will be discussed and critiqued for approximately 30 minutes.
• At the end of your mock interview you will have the opportunity to talk with the interviewer about any particular questions or concerns you have about the interviewing process. Furthermore, you will receive honest and helpful feedback from your interviewer.