

A mock interview is the perfect way to brush up in your interviewing skills with some practice!

1) I want to conduct a mock interview with a Bottom Line Volunteer where do I start?

Tell your Bottom Line counselor you are interested and they will work with the Career Coordinator to help you find the appropriate contact based on your major. Once introduced to the volunteer you will be able to decide the date, time, and method which you will meet.

2) What is an appropriate meeting method and length of time?

The methods you can meet a volunteer or in person (at their office, or public place like a Starbucks), skype, or phone. These meetings should be scheduled for 30-45 minutes long depending on the availability of you and the volunteer.

3) What do I do once I have a meeting scheduled?

Practice for your interview, here are some questions you may get asked:

- Tell me about yourself.
- What do you consider to be your strengths and weaknesses?
- Tell me about a time you had a conflict with a manager and how you handled it.
- How do you prioritize your tasks?
- Why should I hire you?
- Have you ever had a conflict with a boss or professor? How did you resolve it?
- What is the most important thing you learned at a previous job?
- Describe a situation in which you were successful.
- What accomplishments are you the most proud of?
- What motivates you?

4) What should I bring?

- Dress professionally
- Bring your resume
- Bring a job description if there's a specific position you're preparing for
- Plan to arrive 10-15 minutes early
- Review appropriate material, (skills, type of work, particular employers)
- Be prepared for situational questions like, "Tell me about a time that you had a serious disagreement with someone on your work team, how did you handle the situation?"
- Remember to smile!

5) **Be on time!** Pretend this is the real thing and show up on-time or even 15 minutes early! Take the opportunity to dress professionally as well.

6) **Say thank you!** Volunteer means this person took their personal time to help you, so be sure to send a thank you note or email.

7) **Stay connected.** Professional follow up like connecting to them on Linked In will allow you to stay in touch and add them to your professional network.

NOTES

You will likely receive constructive feedback that will help you improve your interviewing skills, so use this sheet to write down their suggestions!