



Mock Interview Preparation

Ready Reference ♦ G-9

♦ OSU Career Services

Are you nervous about the thought of interviewing? Interview anxiety is common among many job seekers. The anxiety often results from not knowing what to expect or from being uncertain about the type of impression you project. However, as you have heard many times before, "practice makes perfect." With interview preparation and practice, your interview anxiety can be drastically reduced. Career Services provides opportunities for you to practice your interviewing skills and offers individually scheduled mock interviews with a Career Consultant. In addition, each semester Career Services provides Mock Interview Day. These interview opportunities are designed to simulate job interviews and prepare you to meet and exceed your interview expectations and job search goals.

Purpose of a Mock Interview

Obviously, a mock interview is not identical to an actual interview with a particular employer. Mock interviews are designed to help you:

- Identify the most difficult questions you can anticipate being asked and develop appropriate responses.
- Decide what qualifications and information you want to convey to a prospective employer to influence the selection process.
- Obtain feedback concerning the impression you project to prospective employers.

Playing Your Part

A mock interview is a "dress rehearsal" for your real interviews. Consequently, Career Services suggests that you dress as professionally as you would for a real interview. This will allow you to become accustomed to professional attire as well as to receive feedback on your professional appearance.

Scheduling a Mock Interview

Mock interviews are offered each semester through Career Services. These interviews are conducted by some of the same employers who regularly recruit on the OSU campus. You may sign up for a mock interview

through your HIRE System account. If you have not registered with the HIRE System, you may register through the Career Services Web site: www.hireosugrads.com.

You may also schedule an individual mock interview with your College Career Consultant. Submit your résumé for review at least 24 hours prior to the mock interview.

Preparing for the Interview

As is the case with any interview, Career Services suggests that you go into your mock interview with adequate preparation. Although you will have to achieve some preparation by completing the attached mock interview assignment form, we also suggest that you review the *Ready References Section G* on interviewing.

HOT TIP: An interview is not intended to be an artificial experience. It is a chance to showcase the "real you" and to see if you and the job are a good fit. Be yourself!

Pre-Interview Assignment

Step 1 – Select three questions from *Ready Reference G-4* that you anticipate being difficult to answer in a job interview. Write out a brief (25 words or less) answer to each of the questions. If you have another question

Oklahoma State University
Career Services Office ♦ 350-370 Student Union ♦ Stillwater, OK 74078
405.744. 5253 ♦ FAX: 405.744.9954
www.hireosugrads.com
careers@okstate.edu



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not mentioned on the list that you would like to address, include that question with a brief answer as well.

Step 2 –An interview is also an opportunity for you to clearly communicate to the interviewer why you believe you should be offered the job. Upon entering an interview, you should be prepared to make convincing statements about yourself and your qualifications. Below are a few reasons why you may believe that you are the ideal candidate for the position you are seeking. Reflect on these reasons and be prepared to explain in 25 words or less how you would support that reason.

- I have job experience related to the position I am seeking.
- I have internship experience relevant to this position.
- I have unpaid volunteer, organization, and/or committee experience relevant to the position I am seeking.
- I have the necessary skills to fulfill the requirements of this position.
- I have successfully completed coursework that relates to this career opportunity.
- I am very knowledgeable about this career field.

- I am very motivated to work for this organization.

Step 3 – Describe any other aspects of your interview performance about which you would like to receive feedback. What else would you like to know?

Step 4 – An interview is an interactive opportunity for an employer to learn more about you and for you to learn more about an employer. As such, be prepared to ask questions that will assist you in making your career decision should an offer be extended. Write out three questions that you could use to obtain important prospective employer information. Refer to *Ready Reference G-6* for assistance.

The Interview

The mock interview will take about 30 minutes. During the first 20 minutes, the interviewer will conduct a standard interview. During the last 10 minutes, the interviewer will provide feedback on how you responded to the difficult questions asked. You will learn how well you market your skills and qualifications as well as receive ideas on how to improve your interviewing skills.

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