

MOCK INTERVIEW INSTRUCTIONS

Thank you very much for participating in our mock interview workshop. The goal of the workshop is to prepare our participants for real life interview experiences with apprenticeship programs and/or union contractors, helping them to refine their answers and build their confidence. As much as possible, we want to simulate a real interview situation, while providing feedback in the areas upon which they need to improve (*see interview rating sheet*).

Preparation

Please review the mock interview rating sheet prior to interviewing so that you can capture the information we are looking for to help participants improve their performance.

Interview

Again, we are going for a realistic experience, so we ask that you stay in character. You can be friendly, but not overly supportive during the interview, reserving feedback until the interview is complete. You can ask each participant what trade(s) they are interested in (*before you begin the interview*), so you know which apprenticeship program to impersonate. You may omit some of the prepared questions if you feel the candidate has already adequately addressed it, and, if you like, you can add questions that you have asked or answered when you applied or interviewed for an apprenticeship program or similar occupation. If you like, you can ask inappropriate questions about childcare, etc. to see how they handle it. Also note if they have prepared a question to ask you. You do not have to pretend to answer it, unless, of course, you know the answer. Since apprenticeship programs allow little time for each interview, we want to keep the time per participant to about 10 to 15 minutes. This also allows us to provide students with the opportunity for multiple interviews. When the interview is complete, you can take a few minutes to give some immediate feedback if you wish, particularly for those doing their first interviews.

After the Interview

Immediately after each interview, complete the rating sheet on the backside. This will be given to the participant during the following class period, so please be as informative as possible. Specific advice or praise will be much appreciated as they prepare for the real thing. **Also, very important, don't forget to get the participant's name so the information gets to the right student.**

After everyone has had a chance to interview two or three times, we will ask the interviewers to wrap up the workshop by giving the whole class some general feedback about the good and the not so good aspects of the interviews. We don't want to single out any individuals, but you will likely see some commonalities and can provide advice that will be helpful to everyone.

Again, we thank you for your help this evening!



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