

mock it till you ROCK IT

new mexico

Tips for Mock Interviews Online

For Students

WHAT TO EXPECT

- An interview with customized questions based on the information provided to each interviewer
- Feedback reviewing strengths and areas to improve
- Helpful resources

WHAT TO BRING

- **Professional Attitude**
Treat your Mock Interview as though it is the real thing (dress professionally, prepare, arrive early)
- An updated copy of your resume
- The job description of the interview you're practicing for, if applicable

HOW TO PREPARE

- If online, be sure to update the name shown on your virtual platform (First and Last Name)
- Work with a teacher or support person to create or update your resume
- Research basic interview questions
- Practice your elevator pitch – a short speech you use to introduce yourself
- **Note:** Please cancel any mock interview you cannot attend at least 24 hours in advance to ensure access for other students.

For Planners

HOW TO SCHEDULE

- Allow students to schedule a 10-15 minute Mock Interview session with a volunteer or community leader/partner
- Create a schedule to track each interview
- Encourage students to upload or email resumes and supporting documents in advance
- Engage volunteer interviewers for 20 minute sessions to allow time to complete feedback
- Utilize existing meeting platforms such as:
 - Google Classroom
 - Zoom
 - GoToMeeting
- If students are able to participate in in-person Mock Interviews, please follow CDC health guidelines, wear masks, and remain 6 feet apart when possible.

HOW TO PREPARE

- Utilize the "Interview Preparation" tool in Career Solutions (www.nmcareersolutions.com)
- Visit the Mock It Till You Rock It page for Resume Building & Interview Tips and Tricks resources
- **Note:** Please cancel any mock interview participants/interviewers cannot attend at least 24 hours in advance to ensure access for other students.