



Mock Interview Project

April 13, 14 and 16

Assignment Overview

Learning to interview well is an important skill that will be very helpful in your life, not just for a job interview. This project will teach you how to prepare for a job interview but the same format will be useful in many other life applications.

Time line: On January 7 you will receive a Mock Interview Student Guide. This packet will include useful information regarding interviewing for a job. There will be several jobs that you can choose from, each with a job application from the company and a job description. You will also find ten "interview questions" that I'm asking employers to use during your interview. This will give you plenty of time to prepare, which will guarantee success!

You will need to complete the application, re-write your resume and cover letter to reflect the job you have chosen. These three documents will be called your "Professional Portfolio" and will be used during your interview. You can begin working on these documents right away.

I will be available to assist you with your Professional Portfolio and help you prepare for your mock interview for several days in January. Ms. Koth and I will provide you with sample job interview on January 12 in the library. Be prepared to take notes and we will hold a critique after the interview

Mock Interviews will take place April 13, 14 and 16. That's Tuesday, Wednesday and Friday. Once employers have chosen dates and time slots, you will be given the opportunity to sign up for a date and time that will work best for you. Employers will have their own rooms and you will knock on the door, enter the room and begin the interview. Plan on between 15 and 20 minutes for the interview.

As with most things in life, being prepared, studying and practice will make you a success. Ms. Koth, Mr. Amsden and I want you to be successful with the Mock Interview project and will be available to assist at any time.....except when you close the door behind you.

The very best to you,

Norm Manly

"One important key to success is self-confidence. An important key to self- confidence is preparation."