

INFORMATIONAL / MOCK INTERVIEWS

INFORMATIONAL INTERVIEWS provide an opportunity for a student to explore a particular occupation and gather information about the necessary preparation, required knowledge, and other interesting facts. Informational interviews help students broaden their vision of career fields, gain exposure to different adult role models and understand the connection between school, work, and achieving goals. The visit typically lasts from 5-60 minutes. During the interview, a business person provides the student with a glimpse of what their career is like, the necessary training and workplace requirements. The students will be prepared with a set of questions for you either by phone or in person. The employer's role is to share information and insights about their career.

MOCK INTERVIEWS provide an opportunity for students to participate in actual interviews with community representatives and to receive feedback regarding their interview skills. During the mock interview the employer will conduct one-on-one interviews with a student preparing to enter the workforce or learning more about the interview/hiring process. The employer will provide feedback to the instructors and students. Mock interviews can take as little as 10-15 minutes or as long as 30 minutes. When the interview is over, you will be asked to complete a checklist for each of the students you interview and/or provide verbal feedback. The student will have an opportunity to review this checklist in order to identify strengths and areas which may need attention.

THE STUDENT WILL...

Complete assignments and participate in career exploration activities.

Be familiar with the businesses purpose and function or the mock position.

Be prepared for the interview with a relevant, thoughtful set of questions.

Provide appropriate materials such as a resume.

Obtain parental and teacher permission to participate.

Verify appointment date, time, location and transportation if necessary.

Dress in appropriate attire.

Complete an evaluation.

Liability Exposure: Exposure to liability at the work site should be viewed in the same way you would for visitors who spend time in your facility.

HELPFUL HINTS

- _ Make sure you have the student's name and a confirmed appointment.
- _ Gather company brochures, product sheets and any other information you may wish to distribute to students.
- _ Know what the future outlook for the career is.
- _ Speak anecdotally and honestly. Tell the student how you got from their age to your present position. Talk about what you did/didn't learn in school and what you might have done differently.

THE EMPLOYER WILL...

Receive confirmation of the interview date, time, and location.

Evaluate the students on their communication and presentation skills, application document, attire and demeanor.

Conduct a realistic job interview for mock interviews.

For an informational interview...

Describe their occupation, education, background, and training needed for the job.

Explain how their job relates to the organization and general salary information including entry level wage information.

Share how their career path evolved.

Describe a typical work day.

Answer student questions.



POSSIBLE QUESTIONS

Students will have limited background information about your occupation. Here is a list of possible questions you may be asked during an informational interview.

- _ What training and/or education is required for the job?
- _ What is the best way to enter this occupation?
- _ Is any type of prior work experienced recommended?
- _ What are some of your responsibilities?
- _ What do you do on a typical day?
- _ Why do you like working for your company?
- _ What kinds of decisions/problems are part of your job?
- _ What do you like most about your job? Least?
- _ How does a person progress in this field?
- _ What is the salary range? Entry level range?
- _ What is the future outlook for careers in this area?
- _ What is your daily schedule like?
- _ Is there much pressure in your position? What kinds?