Mock Interview Preparation Sheet

Do you have experience interviewing? 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 reduced.

**Purpose**
The purpose of a mock interview is to provide you with an opportunity to practice your interviewing skills in an environment similar to an actual interview. Mock interviews are a great opportunity to become familiar with interview questions and etiquette. Additionally, this service allows you to receive feedback on your responses.

**Format**

*Interview (20-30 minutes):* The interviewer will ask you a series of questions, including ones typically posed to college students and recent graduates. Since they may ask questions about items on your resume, you need to be able to discuss your experiences, education, and skills in detail.

*Feedback and Critique (10 minutes):* The interviewer will provide you with feedback based on general observations and what you requested on the “Goals for Practice Interview” sheet. You will learn how well you market your skills and qualifications as well as receive ideas on how to improve your interview effectiveness.

*Questions/Concerns (5 minutes):* This section gives you an opportunity to ask any questions or share any concerns you may have about interviewing.

You have the option to focus the mock interview on a specific position, one for which you have applied or would consider applying for in the future. Taking this step will allow you to gain targeted feedback on your ability to promote your qualifications to a particular employer. **To customize your mock interview, please submit one of the following documents to your mock interviewer:** the job/internship posting that appeals to you, a career profile from a company web site, or a description of an occupation from the Occupational Outlook Handbook ([www.bls.gov/oco/home.htm](http://www.bls.gov/oco/home.htm)).

The document needs to be received at least 48-hours in advance of your scheduled appointment.

**Preparation**

- Plan to arrive at least 5 minutes early to the interview.
- Although not required, we encourage you to dress professionally (to dress as if you were attending an actual interview).
- Bring a copy of your resume and, if you have one, a reference list.
- If you will be focusing the interview on an actual position, prepare a list of questions that you would want to ask during a real interview.

**Your Mock Interview is with:**

___ Marilyn Baehr, baehr.5@osu.edu
___ Kristin Hayes, hayes.436@osu.edu
___ Randy Dineen, dineen.2@osu.edu
___ Michael Waite, waite.20@osu.edu
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