**THANK YOU VOLUNTEERS!!**

**On behalf of the staff and students of the local school district and the Shiawassee RESD, we thank you for sharing your time in providing Mock Interviews to the students. We believe this a valuable skill that will be used throughout their lives.**

**Each classroom was visited twice in preparation of the mock interview. The first visit addressed the importance of completing the application properly. The second visit provided students with proper interviewing techniques and practicing questions asked in an interview.**

**Resume instruction and completion was done by the classroom teacher.**

**Students have been instructed to choose a position that they can be employed at today.**

**THE PROCESS**

* **Each employer will be provided with rating sheets and interviewing questions. Employers can use questions of their own as well.**
* **Several students will be seated in the media center to mirror the practice of waiting in a lobby.**
* **The coordinator will bring the students’ packet to each employer to review prior to beginning the interview.**
* **Employers will find a completed application and resume. Please review the paperwork. On the application all sections should be completed, including work history and references. Resumes should be complete and neat. Employers may write on the application and/or the resume.**
* **Once the employer is ready to begin the interview, please stand at your table, this will be the student’s cue to come to your table.**
* **Students should introduce themselves by first and last name; have a firm handshake and good eye contact. These are the first 3 things on the rating sheet.**

**(over)**

* **The employer will then begin the interview by asking questions. Each interview should last approx 10 minutes. As students answer questions they should show enthusiasm, proper body language and avoid inappropriate answers.**
* **The employer needs to cue the student twice during the interview process.**
* **The first cue will be the employer asking the student “Do you have any questions”. The student should respond with a typical question that can be used in any interview.**
* **The second cue will be at the end of the interview by the employer saying**

**“we will be getting back to you”. The student should respond by asking for a follow up call. “May I contact you” or “Would it be more convenient for me to contact you?” The employer may respond with a date and time.**

* **The employer then closes the interview. The student will stand and shake your hand and begin to leave.**
* **Have the student sit back down and then provide the student with feedback on how they did. This can be 3-5 minutes.**
* **It is very important that their appearance be rated properly. If you do not feel their outfit is appropriate for an interview, please review that concern with the student. This should include their attire, shoes, jewelry, facial piercings etc…**
* **The student will then leave and the employer will continue to complete the rating sheet.**
* **The coordinator will then pick up the completed packet and bring another packet to the employer. ☺**

**Reminders**

**Cue the student: ask if they have any questions-they should respond with one.**

**Cue the student: tell them you’ll get back with them – they should ask for a follow up.**

**Provide a brief critique of their interview.**