

Instructions for Professionals Participating In Mock Interviews

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Thank you for volunteering your time Sunday, February 26th at our biannual Career for Pioneers event. Below you will find a schedule for the afternoon and tips on conducting your mock interviews.

Our goal for Careers for Pioneers is to equip seniors with the necessary tools they need to land their dream job including, learning to build their professional networks and how to ace their interviews.

Your participation is extremely valuable in this process. On Sunday afternoon, students will practice their interviewing skills with you! To the best of our ability, we will try to match seniors with interviewers based on backgrounds and experiences and forward you a copy of their resume ahead of time. You will of course receive a hard copy on the day.

Attached you will find the Center for Career and Community Engagement's interviewing packet, sample questions and feedback form. We hope that you will take some time to review these materials ahead of time and we will have all of these resources on hand during the event. These tools serve only as guidelines. We encourage you to bring your own interviewing experience to the process.

Mock Interview Schedule

3:15 – Interview volunteers meet at Stamm, pick up a snack if desired, read materials and find your interview station in the Trailroom.

3:30 - 1st round of mock interviews begin

3:50 - Feedback on the interview

3:55 - Wrap-up & closing; students in 2nd round invited to Trailroom

4:00 - 2nd round of mock interviews

4:20 - Feedback on the interview

4:25 - Wrap-up & closing; Board of Alumni volunteers done.

Mock Interview Instructions

Mock interviews should last approximately 15-20 minutes and will allow for 4-5 questions. Students are expecting general interview prep, however, we encourage you start in the following way:

1. Ask the student for their resume and for what type(s) of positions/industries they are applying for. This is a jumping off-point for questions (ex: Tell me about yourself. Tell me about your involvement with ASLC. How has that prepared you for a position in marketing/medicine/education?)
2. Spend approximately 15-20 minutes asking questions of the student. See the attached 3CE Interviewing handout and sample interview questions.
3. Take 5 minutes to wrap-up with feedback on student responses and non-verbal communication. Feedback forms will be provided to jot down comments and observations. This is a tight schedule so we built in 5 minutes for transition.

Thank you for supporting our seniors as they transition from a Lewis & Clark student to a Lewis & Clark alumnus!

Please feel free to contact me with any questions.

Best,
Minda

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