

PRACTICE JOB INTERVIEW

ACTIVITY

This activity is designed to be completed by peers in a classroom; however, it could easily be adapted to be completed at home.

Activities like this are best when the partners are not close friends. If doing this at home, arranging for a family friend or family member (outside of the immediate family) would be an excellent way to have a more authentic experience.

Practice interviews do not have to be done face-to-face to be successful. In fact, practicing different formats can help build confidence. Try online interviews (Zoom, Google Meet, etc.) and interviews over the phone.

After practicing, students can sign up for an online interview with an SIEC member in order to gain more confidence with interview skills and to receive feedback! Click [here](#) for a brief application form.

- 1 Arrange to work with someone to complete a practice job interview. For this activity you will be both the interviewer and the interviewee.
- 2 Create a list of questions to ask your partner in a practice job interview.
 - From [these sample questions](#), list 8 questions that would be relevant to you and your classmates.
 - Come up with two more unique questions to complete your list.
- 3 Review [tips for successful job interviews](#) before you complete your practice interview.
- 4 Complete the practice interviews with your partner. Remember to practice a greeting, a solid handshake (if in person), eye contact, and a personable conclusion.
- 5 Write a detailed reflection on your interview with your partner. What were you thinking about as an interviewee and interviewer? What would you change? What can you apply to future interviews? Etc.
- 6 Use the checklist on the next pages to provide feedback for your partner.



		EXCELLENT	PROFICIENT	ADEQUATE
1	Personable introduction			
2	Appropriate clothing and personal grooming			
3	Confident response to “Tell me about yourself” or equivalent question			
4	<ul style="list-style-type: none"> • Effective eye contact • Active Listening skills • Positive Posture • Confident voice 			
5	Positive and friendly attitude			
6	Complete answers (use of personal examples, not too brief, not rambling)			
7	Appropriate questions for employer at end of interview			
8	Thanked interviewer at the end			
9	Solid handshake at beginning and end			
10	Arrived at least 10 minutes early with Cover Letter and Resumé (pen and notepad may be helpful too)			

