

12<sup>th</sup> April 2024**Guidelines for Mock Interview: Dos and Don'ts for Effective Preparation and****Performance**

A mock interview is a simulated job interview experience designed to provide candidates with an opportunity to practice and improve their interviewing skills in a controlled environment.

The primary purposes of a mock interview are:

**Skill Development:** Enhance interview skills and techniques. Improve responses to common and challenging interview questions.

**Self-awareness:** Identify strengths and weaknesses in interviewing style.

**Confidence Building:** Boost confidence and reduce nervousness for actual interviews. Gain experience and become more comfortable with the interview process.

**Preparation:** Prepare for specific job interviews by practicing industry-specific questions. Understand the expectations and requirements of potential employers.

**Feedback and Improvement:** Receive valuable feedback from career advisors, mentors, or peers. Implement improvements based on feedback to enhance performance in real interviews.

**Do's:****Preparation:**

- Research the companies and roles.
- Prepare and review your resume and portfolio.
- Practice answering common and industry-specific interview questions.

**Professional Attire:**

- Dress in professional attire with blazer .
- Ensure a neat and well-groomed appearance.

**Punctuality:**

- Arrive 15 minutes early to familiarize yourself with the location.
- Test any technology/ simulation/ software/ projects needed for the interview.

**Active Listening:**

- Listen carefully to the interviewer's questions.
- Provide clear and concise answers to demonstrate understanding and communication skills.

**Ask Questions:**

- Prepare relevant questions to ask the interviewer about the role and company.
- Show interest and curiosity about the position and company culture

**Don'ts:****Lack of Preparation:**

- Avoid attending the mock interview without adequate preparation.
- Research and understand the company and roles to give informed answers.

**Unprofessional Behavior:**

- Avoid using inappropriate language or slang.
- Maintain a professional demeanor and respectful attitude throughout the interview.

**Distractions:**

- Turn off or silence your phone and other electronic devices.
- Avoid checking messages or notifications during the interview.

**Overconfidence or Underconfidence:**

- Balance confidence with humility and avoid appearing overconfident.
- Maintain a positive attitude and be open to feedback and suggestions.

**Lack of Engagement:**

- Maintain eye contact and active engagement throughout the interview.
- Avoid appearing disinterested or distracted during the conversation.

**List of Documents to Carry**

## 1. Resume/CV

- A well-prepared and updated resume highlighting academic qualifications, projects, internships, and relevant skills.

## 2. Cover Letter

- A tailored cover letter addressed to the hypothetical or real company or institution the mock interview is simulating.

## 3. Portfolio

- A professional portfolio showcasing projects, research papers, or any other relevant work done during the academic period.

## 4. Identification Proof

- Valid photo identification such as a driver's license, passport, or student ID card.

## 5. Academic Transcripts

- Copies of academic transcripts or marksheets to demonstrate academic performance.

## 6. Certificates and Awards

- Copies of certificates and awards related to academic achievements, workshops attended, or extracurricular activities.

## 7. Reference List

- A list of professional or academic references with contact information.

## 8. Questions for the Interviewer

- A list of thoughtful questions to ask the interviewer to show interest and engagement in the conversation.

**School of Computer Science and Engineering**

Faculty of Engineering & Technology, 45th km, NH - 209, Jakkasandra Post  
Bangalore - Kanakapura Main Road, Ramanagara District - 562 112

[www.set.jainuniversity.ac.in](http://www.set.jainuniversity.ac.in) | [www.jainuniversity.ac.in](http://www.jainuniversity.ac.in)

**9. Notebook and Pen**

- A notebook and pen to jot down important points, feedback, or questions during or after the mock interview.

**10. Personal Identification**

- Additional identification or proof of residence, if required by the organizing body.

**11. Additional Certificates or Qualifications**

- Any other relevant certificates, qualifications, or documents that can support the student's qualifications and skills.

**Phase -1 - Mock Interview Rubrics****1. Communication Skills**

- Clarity of Speech: Clear pronunciation and proper enunciation.
- Listening Skills: Demonstrates active listening and responds appropriately.
- Conciseness: Answers questions directly without unnecessary elaboration.
- Body Language: Maintains eye contact, good posture, and appropriate gestures.

**2. Problem-Solving Skills**

- Analytical Thinking: Ability to break down complex problems into manageable parts.
- Creativity: Proposes innovative solutions and approaches.
- Decision Making: Makes logical and timely decisions under pressure.

**3. Teamwork and Collaboration**

- Collaboration: Demonstrates the ability to work well with others.
- Leadership Skills: Takes initiative and shows leadership qualities.
- Conflict Resolution: Effectively resolves conflicts and disagreements within a team.

**4. Adaptability and Flexibility**

- Adaptability: Shows the ability to adapt to changing situations or requirements.
- Resilience: Handles setbacks and failures with a positive attitude.
- Learning Agility: Demonstrates a willingness to learn and improve.

**5. Professionalism and Ethics**

- Punctuality: Arrives on time and respects the interviewer's time.
- Professional Appearance: Presents oneself in a professional and appropriate manner.
- Ethical Integrity: Demonstrates honesty and integrity in all interactions.

**6. Critical Thinking and Decision Making**

- Problem Identification: Identifies key issues and challenges.
- Risk Assessment: Evaluates potential risks and consequences.
- Decision Quality: Makes sound and well-reasoned decisions.

**7. Presentation and Organization**

- Structure and Organization: Presents information in a clear and organized manner.
- Content Relevance: Addresses the question or topic directly and comprehensively.
- Time Management: Manages time effectively to cover all relevant points.

**8. Self-awareness and Reflection****School of Computer Science and Engineering**



- Self-assessment: Recognizes personal strengths and weaknesses.
- Feedback Reception: Accepts feedback positively and shows a willingness to improve.
- Self-motivation: Demonstrates drive and motivation to succeed.

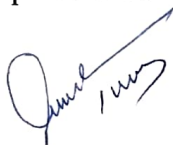
**9. Interpersonal Skills**

- Empathy: Shows understanding and empathy towards others.
- Negotiation Skills: Negotiates effectively to achieve mutual benefits.
- Cultural Awareness: Demonstrates respect and awareness of cultural differences.

**10. Overall Performance and Confidence**

- Confidence: Speaks and acts with confidence without appearing arrogant.
- Overall Impression: Leaves a positive and lasting impression on the interviewer.
- Preparedness: Comes prepared with relevant information and questions.

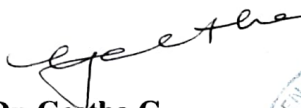
A mock interview is an invaluable tool to practice, refine, and enhance your interviewing skills. Following the above guidelines will help students make the most out of the mock interview experience and be better prepared for actual job interviews.



**Dr. V. Vivek**  
Deputy Director – (S&I Relations)



**Dr. Krishnan Batri**  
Deputy Director – (Course & Delivery)



**Dr. Geetha G**  
Director – SCSE

**CC To :**

1. The Director – FET – for kind information
2. FET- Placement Team. – for kind information
3. All Program heads under the School of CSE - for circulation among 3<sup>rd</sup> year students