

MOCK INTERVIEW

WHO: BOTH ENGINEERING & ITE 2 INTERNS

WHEN: DECEMBER 13, 2014

WHERE: T907, 8:00 AM - 4:00 PM

WHAT TO WEAR: CORPORATE ATTIRE

WHAT TO BRING: INTERNSHIP SEMINAR ID CARD (SID)

1. Students are grouped accordingly to determine the specific schedule for EACH group. Please note your specific schedule.
2. Be at the venue at least 15 minutes before your schedule.
3. There are specific Interviewers assigned for each group. Note carefully to whom you are assigned because the resumes are given to the interviewers ahead of time.
4. Hardcopy of updated resume including internship information must be forwarded on:
ENGINEERING -- NOVEMBER 29 (DURING STURDAY CLASS)
ITE 2 -- B1 -- NOVEMBER 29 (DURING SATURDAY CLASS)
B2 -- DECEMBER 6 (DURING SATURDAY CLASS)
Resume must be:
 - a. Printed out in colored using short multi-purpose paper (bond paper)
 - b. Limit to 1 page only
5. Business card with resume link
 - a. Must be printed out in standard size
 - b. Printed out colored
 - c. Stapled with the resume link at the left upper corner of the resume
6. After the interview, the intern is required to accomplish the Self-Assessment Form (SAF) and forward to the group leader (to be assigned during the next class). The latter is to collect and forward the group's SAFs to Ms. Carmi or Ms. Gretchen only when the entire group is done.
7. **Missing the specified schedule**, the intern will not be accommodated anymore on this day and must look for a company that may conduct his interview. The intern will give the details of his choice of company a week before his intended schedule of interview. Said details should include name of contact person, company name and address, telephone number, and schedule of supposed interview. Failure to comply the intern may be graded INC for the term or until this activity is fulfilled by the intern.