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<https://hackerusa.atlassian.net//c/zw8ZFBiF>



## OBJECTIVE

Steps for conducting successful technical interview practice for our learners and graduates to increase their hiring potential and to help us address some employer feedback and graduate feedback.

## POLICY

OWNER	DEPARTMENT	USER ACCESS / TYPE
Career Coaches	Client Services Career Services Education Cyber Security	<a href="#">Acuity Scheduling</a> <a href="#">Technical Mock Interview Prep for TAs</a> <a href="#">Technical Interview Questions</a> <a href="#">instructor SOP</a> <a href="#">Feedback Form</a> <a href="#">Alfred</a>

## PROCEDURE

1. Career Services will source, discuss and determine who should be eligible for mock interviews.
2. Career Coach will share the [scheduling link](#) for the interviews with graduates or students who have an upcoming confirmed interview.
3. Instructors will receive email confirmation once an interview has been scheduled

and the meeting information will automatically be added to their calendar. The confirmation email will include the following: student's name, email address, time of the interview and a zoom link.

4. If an instructor needs to cancel or reschedule an interview, they should reach out directly to Maayan Yaakov (Program Support Coordinator) via Slack or [Email](#).
5. Instructors will keep their video on during the interview and will **make sure that the video is being recorded**.
6. Instructors will present themselves in a respectable manner while on camera (please refer to [instructor SOP](#)).
7. Instructors will start by asking 2-4 prelim questions listed in the [Technical Mock Interview Prep for TAs](#) and then move onto [Technical Interview Questions](#). There are levels of questions and answers to help gauge graduates' aptitude and fluency with their technical skills.
  - a. Suggested question cadence: Start with easy and if the student is confident, move the medium and then to hard.
8. At the end of the interview, the instructor will submit [feedback](#). This is essential for the Career Services team to help continue to prepare our students and graduates for their future careers and for the outcomes of our programs.
9. Mock interviews will be paid at the admin rate. Instructors will login to Alfred to submit requests for hours outside of regularly scheduled class time.