

Practice Interview Assignment

Course Objective:

- *Have learned and practiced informational interviewing and job interviewing skills and strategies.*

Each student will complete a Practice Interview experience during the semester in a group setting. This will be an in-person practice interview with a classmate and a staff member in the Career and Co-op Center on the 4th floor of University Crossing.

Relevant reading: Pages 75 – 133, 215 – 222, and 223 – 236

Practice Interview Steps:

1. Follow the directions provided by your course instructor to view available timeslots and schedule your practice interview.
2. Prepare for the interview:
 - a. Select an internship/co-op job on CareerLINK (or another job search site) that is of interest to you and for which you are reasonably qualified
 - b. Research the company and know why you want to work at this company
 - c. Understand the job description and what makes you a good fit
 - d. Review Chapter 3 (pages 75 – 114), Appendix D (pages 215 - 221), and Appendix E (pages 223 – 228) in preparation for the interview
 - e. Choose appropriate professional attire to wear to the interview
3. **Email your resume and a job description to your interviewer at least two business days before the interview.** If it is a position from CareerLINK, please send the 5-digit job ID number.
4. Arrive in the Career and Co-op Center ~5 min prior to your scheduled time.

Following the practice interview, your co-op advisor will provide feedback on your responses to the questions, your non-verbal communication, and your professional attire.

Items Considered When Grading the Practice Interview:

- ☐ Notification with job description and resume *via email before interview*
- ☐ On-time arrival for practice interview
- ☐ Professional attire and appearance
- ☐ Proficiency in answering questions using the PARK method
- ☐ Asking appropriate questions of the interviewer