

TOPIC F: MOCK INTERVIEW CHECKLIST

After selecting a job position that you are interested in you must be ready to submit your interest to the company or organization for consideration for an interview opportunity. You will be expected to react to this job position and interview opportunity as if it were the real thing! Your instructor will arrange an interview appointment with you in which you will be expected to prepare for, participate in, and complete the follow-up. The interviewer may or may not be your instructor, so do not assume that it will be a simple exercise. You and your documents will be evaluated on this exercise and be given constructive feedback for improvement and guidance for a successful real interview in your near future! Your documentation (cover letter, application, etc.) may be required to be revised or corrected for acceptance. The interviews will be scheduled within the second or third week of the course and should be scheduled for at least 15-25 minutes each. Each of the below tasks must be completed to accomplish this competency.

Submitting Interest in the Job Position

1. Resume

2. Cover letter

3. Application

Interview Acceptance

1. Interview appointment details

2. Company/organization research

3. Prepared with questions to ask interviewer

Interview

1. Appropriate dress

2. Appropriate presence in interaction with interviewer

3. Appropriate close to interview

Interview-Follow-up

1. Thank-you letter

Comments:

COMPETENCY~MOCK INTERVIEW CHECKLIST

Interviewer Review/Evaluation Sheet

Name: _____ Position Applied: _____ Date: _____

Part I: RESUME

Items to be reviewed	Completed	Incomplete	Comments
Grammar	_____	_____	_____
Punctuation	_____	_____	_____
Proper Grammar	_____	_____	_____
Spelling	_____	_____	_____
Personal Data	_____	_____	_____
Career Objective	_____	_____	_____
Educational Background	_____	_____	_____
Work Experience/Skills	_____	_____	_____

Part II: COVER LETTER

Items to be reviewed:	Completed	Incomplete	Comments
Neatness and Appearance	_____	_____	_____
Grammar, Spelling, Punctuation	_____	_____	_____
<u>Content</u>			
Job applied for	_____	_____	_____
Education	_____	_____	_____
Experience	_____	_____	_____
References	_____	_____	_____
Requesting an Interview	_____	_____	_____
Includes Complete Address and Telephone Number	_____	_____	_____

Part III: APPLICATION

Items to be reviewed:	Completed	Incomplete	Comments
Neatness	_____	_____	_____
Grammar, Spelling, Punctuation	_____	_____	_____
<u>Content</u>			
Personal Data	_____	_____	_____
Educational Information	_____	_____	_____
Employment Experience	_____	_____	_____
References	_____	_____	_____
Certification Statement	_____	_____	_____

COMPETENCY~MOCK INTERVIEW CHECKLIST

Interviewer Review/Evaluation Sheet (continued)

Part IV: INTERVIEW

Items to be reviewed:	Completed	Incomplete	Comments
Greetings and Introduction	_____	_____	_____
Voice	_____	_____	_____
Speech-Grammar, Vocabulary	_____	_____	_____
Personality and Composure	_____	_____	_____
Self-Confidence	_____	_____	_____
Attitude	_____	_____	_____
Courtesy	_____	_____	_____
Knowledge and Presentation of abilities and skills	_____	_____	_____
Response to questions	_____	_____	_____
Appearance	_____	_____	_____

Part V: THANK YOU LETTER

Items to be reviewed:	Completed	Incomplete	Comments
General Appearance	_____	_____	_____
Composition	_____	_____	_____
Grammar, Spelling, Punctuation	_____	_____	_____
Expresses Appreciation	_____	_____	_____
Comments on Interview	_____	_____	_____
Expresses Interest in Position	_____	_____	_____
Review of Relevant Qualification	_____	_____	_____
Plans for follow-up stated	_____	_____	_____

- Part I: Resume _____
- Part II: Cover Letter _____
- Part III: Application _____
- Part IV: Interview _____
- Part V: Thank-You Letter _____

Interviewer: _____ Date: _____