



CareerTech

Mock Interview Guidelines:
The Student

THE MOCK INTERVIEW PROCESS

Before the Interview:

- Student resume and job application must be completed one week prior to the Mock Interview.
- Students will give their folder to their instructor one week prior to the Mock Interview.
- Students will be given an appointment card with interview time, location, and name of the interviewer before the Mock Interview.
- Find the location of where you are going for the interview. Be prepared to arrive at the interview waiting area 5-15 minutes before your interview appointment.
- Make sure to dress appropriately for the job you are applying for. Clothes and hair should be neat and clean. No chewing gum.

The Interview:

- Once the interviewer is ready to begin, they will make you aware.
- Students should introduce themselves by first and last name, have a firm handshake, and maintain good eye contact.
- The interviewer will begin the interview by asking similar questions listed on the Interview Outline. (Page 2)
- Organize your thoughts before answering the questions. Speak clearly and professionally.
- Be positive in communication and confident in your answers.
- Ask the interviewer job-related questions. Always be prepared with questions.
- Close the interview with a firm handshake and a "Thank You."

After the Interview:

- Have a seat. The interviewer will provide feedback to the student once the interview is complete.
- Students are required to complete a "Thank You" email or letter. (Sample email, Page 6)

Tips to Remember:

- Focus on your strengths, not your weaknesses. Speak clearly with confidence.
- Draw attention to your positive attributes and talents, not negatives such as poor attendance, being fired, etc.
- NEVER criticize former employers, co-workers, or school personnel.
- NEVER discuss personnel issues, good or bad, which are irrelevant in an interview.
- Let the interviewer bring up salary and/or benefits. You may ask what kind of benefits are available during your questions at the end of the interview.
- Be early or ON TIME for your interview.
- During interviews outside of Mock Interviews, make sure to do research on the company you are interviewing with and the position you are applying for.
- Maintain good eye contact with the interviewer.
- Think about your career goals and what you would ultimately like to achieve.

INTERVIEW OUTLINE

Introduction:

- Greeting, handshake, eye contact, and introduce yourself to the interviewer.

Body of Interview (Questions):

- What are your career goals?
- What are your strengths?
- What are your weaknesses?
- How do you handle pressure?
- Describe yourself in one word.
- Tell me about an interesting experience or encounter you've had recently.
- Where do you see yourself in 5 years?
- Tell me about a time you disagreed with a manager's instructions or point of view in the workplace. What did you do?
- When have you failed at something? What did you learn from this experience?
- What makes you memorable?
- Industry/Program specific questions.
- Do you have any questions for me?

Closing:

- Student will thank the interviewer.
- Student is to remember the handshake and eye contact prior to exiting.

Discussion/Follow-Up:

- Interviewer will discuss any strong/weak aspects of the interview.
- Interviewer will discuss job application, resume, and cover letter (if applicable).

RESUME TIPS

Required Sections:

- Summary
 - Write a few sentences summarizing your skills and why you are a good candidate.
- Skills
 - List no more than five.
 - Examples: Teamwork, Communication, Responsible, Customer Service, Problem-Solving, Active Listening, Collaboration, Leadership, Adaptable, Attention to detail, Time Management, etc.
- Technical Skills
 - List skills and knowledge of software applications.
 - Microsoft 365, Google Suite, Photoshop, Social Media Schematics, 3D Modeling, Coding, Imaging Software, Dental Impressions, Blueprint Reading, Measurements, Grooming, Medical Terminology, Lab Procedures, Wound Care, Engine Operations and Rebuilding, Fabrication, etc.
- Education
 - Franklin County Career & Technology Center, Chambersburg, PA
Program:
Graduation: MM/YY
 - Home School Name, City, PA
Program: High School Diploma
Graduation: MM/YY
- Experience
 - Organization Name, City, State
Dates of employment
Role/Title
Summary of job duties
- Activities
 - National Technical Honors Society, Sports, Art Club, etc.
 - Ex: Yearbook Committee- Shippensburg Area High School, September 2021-June 2022
- Leadership Roles
 - President, Vice-President, Secretary, Captain, Co-Captain, etc.
 - Ex: Soccer Team Captain – Chambersburg Soccer Club, June 2022-August 2022
- SEPARATE page for References

Optional Sections: (Only if relevant to student)

- Awards, Volunteering, Certifications (Ex: OSHA), Leadership Roles, etc.

Content:

- The first word in bullet points should be an action word.
 - Examples: Manage, Organize, Lead, Communicate
 - Use present and past tenses as appropriate to the dates of experience.
- The page header will be your first and last name.
- A full address is not required.
- Streamline your software applications used:
 - Notate the use of Microsoft 365 instead of Excel, Word, and PowerPoint.
 - Notate the use of Google Suite instead of Google Docs and Google Sheets.
- Be prepared to speak about the application(s) you have experience with.
- Be prepared to speak about all you listed in your resume.
- Keep your resume one page but work experience may require up to two pages (maximum).
 - Two pages (NOT printed on front and back)
 - References will be on a separate page. (Page 5)
- Cover letters are not necessary for Mock Interviews but may be necessary for job applications in the future.

Font:

- Calibri, Arial, Helvetica fonts are among the preferred fonts for resumes.
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Date Formats:

- Graduation date formats:
 - May 2025, 05/2025
 - The word “expected” may be added in front of the date.
- Work experience date formats:
 - June 2023 – August 2023, Jun 2023 – Aug 2023, 06/2023-08/2023
- Be mindful of spacing.

Sally B. Student

City, State • phone number • email address

Summary

Write a few sentences summarizing your skills and why you are a good candidate.

Skills

List up to 5 skills that are not technical. These are also considered "core competencies".

Technology Skills

List of the software experience. For example: Microsoft 365

Education

Franklin County Career & Technology Center, Chambersburg, PA

Program:

Graduation: MMYY

Home School, City, PA

Program: High School Diploma

Graduation: MMYY

Experience

This can be about work, project, leadership, etc. but should be organized accordingly.

Organization, City, State

Role/Title

MMYY – MMYY

- Created something that improved connectivity.
 - Collaborated with 3 classmates to reverse-engineer a remote control.
 - Discovered why it wasn't working correctly.
 - Developed a solution in 2 weeks.
- Improved the organization of 50 electronic components in the classroom.
 - Made an inventory list of the components and how much was in stock.
 - Created a spreadsheet to organize the data.
 - Presented the findings to my teacher.

Activities

Role – Organization – MMYY

- 1-2 sentences on what you did / why this is relevant.

Leadership Roles

Role – Organization – MMYY

- 1-2 sentences on what you did / why this is relevant.
- 1-2 sentences on what you did / why this is relevant.

RESUME SAMPLE

Sally B. Student

References

Name, Title

Company Name

Street Address, City, State, Zip Code

Email

Phone Number

Name, Title

Company Name

Street Address, City, State, Zip Code

Email

Phone Number

Name, Title

Company Name

Street Address, City, State, Zip Code

Email

Phone Number

REFERENCE PAGE SAMPLE

Reference Tips

- Always ask the person beforehand if you can use them as a reference.
- Use the person's professional address.
- Ask the person what email they check frequently.

SAMPLE THANK YOU EMAIL

Subject Line: Thank you for the interview.

Hello [interviewer name],

Thank you for interviewing me on [date] about the [job position]. I enjoyed meeting with you and appreciate the courtesy you extended to me.

My interview experience was very positive, and I appreciated the feedback you gave me. Your input will allow me to better prepare for future interviews and potential career opportunities.

Once again, thank you for your time, attention, and participation in the Mock Interviews at Franklin County Career and Technology Center.

Thank you,

[your name]

[your email]

[your phone number]

Mock Interview Rating Sheet

Please check the answer that best describes the student during the interview. This rating sheet will be used to improve skills and will be placed in the student's portfolio, so please give **honest** feedback.

Name of Student: _____ Position Applying For: _____

Name of Interviewer: _____ Date: _____

A. Resume and Job Application	Needs Work (1)	Average (2)	Good (3)	Very Good (4)	Outstanding (5)
Appropriate Information					
Complete, organized, & neat					
Comments/Suggestions:					
B. Introduction	Needs Work (1)	Average (2)	Good (3)	Very Good (4)	Outstanding (5)
Introduced self & greeted interviewer by name					
Firm handshake & eye contact					
Comments/Suggestions:					
C. Information Sharing	Needs Work (1)	Average (2)	Good (3)	Very Good (4)	Outstanding (5)
Stated skills & experiences clearly					
Communicated answers clearly					
Asked one question about business					
Comments/Suggestions:					
D. Closing	Needs Work (1)	Average (2)	Good (3)	Very Good (4)	Outstanding (5)
Offered final handshake & eye contact					
Comments/Suggestions:					
E. Employer Impressions	Needs Work (1)	Average (2)	Good (3)	Very Good (4)	Outstanding (5)
Was appropriately dressed					
Was prepared for the interview					
Was attentive & had good posture					
Had appropriate attitude					
Avoided inappropriate information					
Proper body language & eye contact					
Comments/Suggestions:					
Total Points Available: 70			Total Points:		