

# Understanding the Interview Process: Mock Interview Form

## MOCK INTERVIEW FORM

The CSA&CC offers mock interviews for undergraduate students applying for an internship and graduate students conducting a job search. Please call our office at (512) 232-4800 to schedule an appointment for a mock interview with a CSA&CC career counselor. We ask that you turn in this completed form to our office in JES A115A at least 24 hours before your appointment time. This will give the counselor time to prepare for your mock interview.

Name: \_\_\_\_\_

Date of Appoint: \_\_\_\_\_

Phone: \_\_\_\_\_

Time of Appoint: \_\_\_\_\_

Type of Interview (e.g., advertising internship): \_\_\_\_\_

Think of the mock interview as a dress rehearsal. Wear what you would wear to your actual interview. You can gain feedback on your interview outfit and accustom yourself to professional attire.

In the brief time we have for a mock interview, we may not be able to cover everything or conduct an actual-length interview, but this practice interview can help you:

- Address the most difficult questions that you anticipate in an interview
- Decide what you want the interviewer to know about you
- Obtain constructive feedback about the impression you make upon an interviewer

We will give this form to your counselor so that he or she can direct questions and comments toward the factors that are most important to you. Please complete all of the items below.

1. Choose three questions from the list of sample interview questions found on our website at [utexas.edu/ugs/csacc/career/questions](http://utexas.edu/ugs/csacc/career/questions) that you would find most difficult to answer in the interview, and write out a brief practice answer to each of these (25 words or less per answer). If there is a question you'd like to focus on which is not on the list, please include it.

**Difficult Question:**

**Practice Answer:**

**Difficult Question:**

**Practice Answer:**

**Difficult Question:**

**Practice Answer:**

2. What are some of the most important facts you would like the employer to know about you? There may be specific skills you have to offer, a unique background or perspective to share, or a poignant story that illustrates how you arrived at this career choice. Even if the interview questions do not specifically ask for these, find ways to incorporate them into your responses so that they are addressed. List three facts about yourself that you would like to integrate into your answers.

**Fact #1:**

**Fact #2:**

**Fact #3:**

3. Just as the employer is interviewing you, you are also interviewing the employer! Generate questions that will help you decide if this company suits your background, goals, and career interests. List three questions below that you want to ask.

**Question #1:**

**Question #2:**

**Question #3:**

4. Our counselors can give you many kinds of feedback about the way you come across in an interview. In addition to learning how well you answered the key questions you have identified, what kinds of feedback would be most useful to you?

**FEEDBACK DESIRED**

1.

2.

3.

**Remember to be yourself!** An interview is not an acting session, nor is it giving responses you think the interviewer wants to hear. If you are offered an interview, chances are that you already meet the qualifications for the position. The interview is an opportunity for the employer to see if the “real you” would be a good match for their organization.