

**Mock-Interview Assignment**

Practice a mock-interview with Career Development Services staff. During the practice interview, you will obtain an opportunity to articulate what skills and experience you have to be competitive for positions related to your career interests.

**Steps Before the Inteview:**

1. Schedule an interview with Career Development Services (CDS) by calling 805-437-3270, or review the assignment given to you by your instructor.
2. Locate a position you would apply for in the next six months or an internship that is related to your major/career interests. You can use Dolphin CareerLink to find a position.
3. Create a draft copy of your resume and cover letter tailored to the position.
4. Review the [Interview Handbook](http://www.csuci.edu/careerdevelopment/services/documents/interviewhandbook.pdf) to prepare for your upcoming mock-interview.
5. Research as much information as you can about the company (Google, LinkedIn).
6. Develop at least 5-10 questions to ask at the end of an interview.
7. Review appropriate Interview attire

Be prepared to provide the following items to the CDS staff:

* A copy of your resume and cover letter
* A copy of the position description (job posting)
* Your assignment documents for CDS staff to sign
* Arrive with a portfolio, note pad and pen to take notes

**Steps During the Interview:**

1. Arrive at least 5-10 minutes early in professional interview attire
2. Listen carefully to each question and consider why this question is important or relevant to the position.
3. Take your time to really think about your answer before you speak.
4. There are no wrong answers, only poorly explained or unprepared answers.
5. Keep eye contact on the interviewer(s) and avoid looking down or away.
6. Take notes on relevant or important information (topics you were unfamiliar with, follow-up instructions, names of people you spoke with)

**Steps After the Interview**

1. Write a thank you email to your interviewer expressing your continued interest in the position and company (review the Interview Handbook for tips and information)
2. Review your notes and consider areas of strengths and improvement and create action items for future improvement.
3. Complete any remaining requirements designated by your instructor.

**Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Professor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Due Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LinkedIn Profile Reviewed by**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_

Career Development Services

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