



**Career Services**

OKLAHOMA CITY UNIVERSITY

## Mock Interviews: What to expect and How to prepare

Mock interviews are a great way to gain skills and confidence before the interview. Your Career Advisor can work to make your experience as customized as possible, so the more information you share up front, the more beneficial the process is for you!

### Mock Interview- What to Expect: From Start to Finish

- Your mock interview experience begins the moment that your interviewer comes to greet you in the waiting area of the Career Center.
- You and your interviewer will go into an interview room. The mock interview itself will last approximately 20 minutes.
- The interview will be discussed and critiqued for approximately 10-15 minutes. This is your opportunity to talk with the interviewer about any particular questions or concerns you have about the interviewing process.
- Business/Professional dress is required.
- On the day of your interview arrive 5 – 7 minutes prior to your scheduled interview and check in at the front desk.

### You will be evaluated on the following:

**Appearance:** Dress appropriately for the interview

**Greeting/Introduction:** We recommend that you stand to greet your interviewer with a handshake, using his/her name. Also, make good eye contact with the interviewer, smile, and be professional.

**Body Language:** During the interview be aware of your eye contact, subtle use of hands while speaking, good posture, etc.

**Attitude:** Your attitude toward work and working with others is crucial in the hiring process. Be sure to convey an attitude that is enthusiastic, sincere, and genuine.

**Responses to the Interview Questions:** Know your goals and be able to express them to the interviewer

**Oral Communication:** Speak clearly and concisely: Try to think out your response before answering a question

**Preparation:** Prepare questions for your interviewer