



Student \_\_\_\_\_  
Counselor \_\_\_\_\_  
Day & Date \_\_\_\_\_  
Time \_\_\_\_\_

## Mock Interview Guidelines

When you arrive for your interview, please check in at the CWS front desk in GRH 441. **IF YOU ARE UNABLE TO KEEP YOUR APPOINTMENT, PLEASE CALL EXT. 2352 AS SOON AS POSSIBLE.** We would like to be able to offer this appointment time to another student.

Developing interviewing skills is key to conducting a successful job search. No matter how qualified you are for a position, if you don't interview well, it is highly unlikely that you will be hired. Practicing will allow you to test out your skills and can make the job search process much easier and more productive.

For more information about the **CWS Suit Lending Program**, please call the Recruiting Office at ext. 2381.

In order to make the most effective use of your mock interview session, the following guidelines must be followed:

### **PRIOR TO YOUR MOCK INTERVIEW:**

- **View or listen to the Online Interview Workshop (available 24/7) on the CWS Web site at: <http://www.wellesley.edu/CWS/interviewworkshop.html>**
- **Attend an Interview Workshop.** The facilitator will review interviewing techniques, handling difficult questions, attire, and proper protocol after the interview.
- You could also visit the CWS Resource Library in GRH 442 to view these 30-minute tapes: "*Interviewing Skills-Advice from Alums*", "*Interviews: Making the Cut*" or "*The Job Interview*."
- **Attach your resume to this sheet**, complete the questions on the reverse side of this sheet, and submit to CWS in GRH 441 at least 48 hours before your scheduled mock interview appointment.
- **Dress in appropriate interview attire.** This is an opportunity to test attire for comfort and style. Your interviewer can answer any questions you may have concerning your attire during the second half of your mock interview appointment.
- **Make certain to be a few minutes early for your appointment.** Mock interviews are only thirty minutes long and are scheduled back-to-back. Because

