



## **Guidelines for Alumnae Mock Interviewers**

Thank you so much for agreeing to be a part of this program. By sharing your time and “real world” experience with our students, you are helping to insure that they will be as thoroughly prepared as possible.

The information below will provide the basic information for facilitating a mock interview. If you have any questions, please feel free to call Folly Patterson at 781-283-2358 or email [fpatters@wellesley.edu](mailto:fpatters@wellesley.edu)

The basic mock interview lasts about 30 minutes. You should spend 15-20 minutes asking the student questions. For the remaining 10-15 minutes, give her constructive feedback about her presentation, preparation, clarity, appearance, eye contact, etc. and include the opportunity for her to ask you any questions that she might have. There is a sample feedback sheet included in the downloadable resources that you can use as a reference or adapt as you wish.

There is a comprehensive list of sample questions in the downloadable resources, or review the list on our [“Interview Questions”](#) Web page. The questions below are general suggestions, but please feel free to structure the interview as you see best.

- Tell me about yourself.
- Why did you choose the career path for which you are preparing?
- Please discuss your strengths and weaknesses.
- What accomplishments have given you the most satisfaction? Why?

Many of the students you will be interviewing are planning to participate in on-campus recruiting interviews which begin in October. They will have had the opportunity to interview on-campus with other alumnae or CWS staff to practice general interview questions. While the ultimate goal is to refine their core interview skills, we hope you will also be able to bring in additional targeted questions from your field or experiences.