

KENDALL MOCK INTERVIEW PROGRAM

The Kendall Office of Career and Professional Development is offering you an opportunity to practice your interview skills by participating in a mock interview. The mock interview will prepare you by ensuring that you are presenting your skills and attributes effectively and professionally.

Please contact the Director if you have any questions or would like to meet and discuss the mock interview process. Our objective is to make it a fun, learning experience.

WHAT IS A MOCK INTERVIEW?

- The MOCK INTERVIEW is a one-hour process and will be conducted in a private office.
- As an option, The MOCK INTERVIEW can be videotaped and downloaded to your computer for you to review..
- The interview will be conducted by career staff that has experience in conducting interviews.
- The interviewer will videotape, conduct the interview, evaluate, advise and suggest resources.

PURPOSE;

- To create an actual interview situation in a low- risk comfortable environment.
- To provide feedback and identify your interview strengths and areas that may need improvement.
- To help you understand the interview process and build confidence in your ability to sell yourself in an interview situation.
- To observe and evaluate your non-verbal behavior such as eye contact, movements and the ability to review the content of your responses to the interviewers questions.

WHAT TO EXPECT:

- The appointment will last for one hour.
- The actual interview will be about 20 minutes.
- Be prepared to incorporate your portfolio work in the interview. If you don't have a complete portfolio. bring few pieces of your work to talk about.
- The remaining time will be used to critique the interview content and video and discuss your questions and specific issues.
- You may have the option of having the video downloaded to your computer.

HOW TO SCHEDULE YOUR MOCK INTERVIEW.

- Stop by the Office of Career and Professional Development or email: **kendallcareerservices@ferris.edu**
- Complete the MOCK INTERVIEW registration form and submit your resume. (optional: you may submit a job description for the interviewer)
- The Office Assistant will offer you a choice of appointments that have been set aside for mock interviews.
- The MOCK INTERVIEW must be scheduled at least two days prior to the appt.
- Optional: You may submit, a cover letter and a job description prior to the interview.
- You will receive a "Guide to your Mock Interview" to help you prepare.

THE INTERVIEW:

- Dress in interview attire
- Arrive at the Office of Career and Professional Development 5 to 10 minutes early and check-in with the office assistant.
- Bring your portfolio or some pieces of your work.
- The interview will begin when the career staff person greets you.

CANCELLATIONS POLICY:

Please notify the Career Office @ ext 1157 at least 24 hours in advance of your scheduled interview. No-shows will be precluded from rescheduling.

QUESTIONS OR TO MAKE AN APPOINTMENT

- KendallCareerServices@ferris.edu
- 616.451-2787 x1157