

## MOCK INTERVIEW WEEK ASSESSMENT AND RUBRIC

This opportunity will help prepare students who will be interviewing for a job or graduate/professional school following graduation. Mock Interview week will be hosted annually in each department. College Liaisons will recruit interviewers and will include professionals in the field and alumni. Senior students will be encouraged to attend as a follow up to the Mock Interview instruction assignment offered in their senior seminar/capstone or upper-level major course.

This “Mock Interview Week” opportunity is used to satisfy the requirements for the Quality Enhancement Plan (QEP) Student Learning Outcome (SLO) #4: Students will demonstrate interview skills necessary for their chosen career path.

<b>STEP 1</b>	<b>PRIOR TO COMPLETING THE MOCK INTERVIEW, PREPARE AND SUBMIT FOR ASSESSMENT YOUR PROFESSIONAL RESUME. AFTER YOUR RESUME HAS BEEN COMPLETED, CORRECT IT FOR ANY ERRORS AND PRINT OUT A COPY TO TAKE WITH YOU TO THE INTERVIEW.</b>
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<b>STEP 2</b>	<b>REVIEW THE TUSCULUM UNIVERSITY CAREER SERVICES WEBPAGES FOR GUIDELINES AND TIPS FOR JOB INTERVIEWING SUCCESS. REVIEW YOUR ANSWERS/FEEDBACK ON THE MOCK INTERVIEW INSTRUCTION ASSIGNMENT FOR AREAS TO FOCUS ON IN PREPARATION FOR THE MOCK INTERVIEW.</b>
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<https://web.tusculum.edu/career/wp-content/uploads/2016/06/INTERVIEW-BASICS-.pdf>

<https://web.tusculum.edu/career/wp-content/uploads/2016/06/INTERVIEW-TYPES-1.pdf>

<b>STEP 3</b>	<b>SIGN UP FOR A MOCK INTERVIEW SLOT DURING “INTERVIEW WEEK” WHERE AREA PROFESSIONALS WILL SIMULATE A REAL INTERVIEW SESSION TO ALLOW YOU TO DEVELOP YOUR INTERVIEW SKILLS!</b>
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<b>STEP 4</b>	<b>FOLLOWING THE INTERVIEW, THE INTERVIEWER WILL ASSESS YOU BASED ON THE ATTACHED RUBRIC IN ORDER TO HELP YOU UNDERSTAND WHAT YOU CAN WORK ON FOR THE REAL INTERVIEW.</b>
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**STEP 5**

**LOOK AT THE RESPONSES YOUR INTERVIEWER GAVE FOR YOUR PERFORMANCE.**

**Ask yourself:**

- 1. What were my strongest areas?**
- 2. What were my most challenging areas?**
- 3. What steps can I take to turn those challenges into strengths?**
- 4. What resources can help me be better prepare for my next interview?**