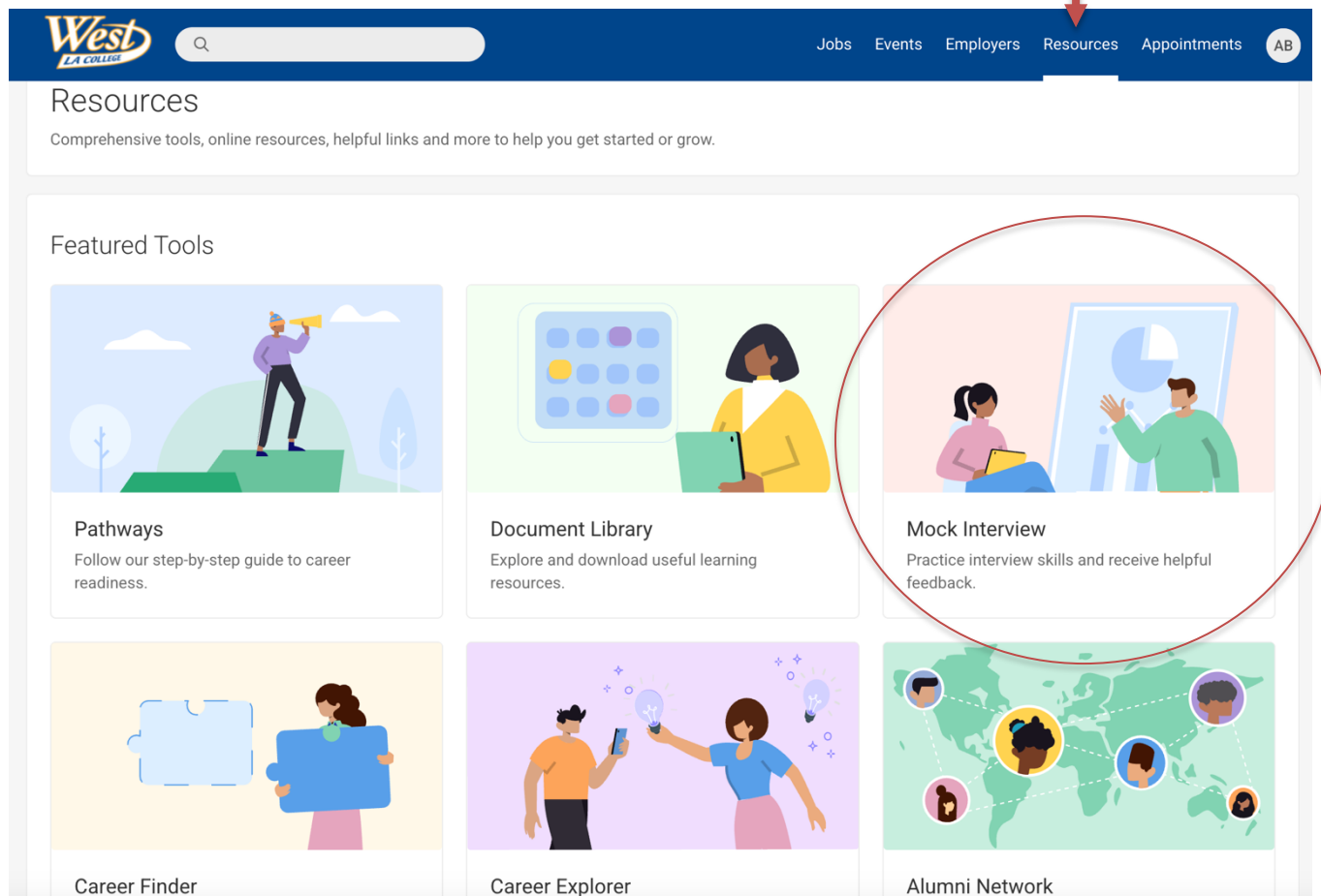# Mock Interview Student Guide

Finding the Mock Interview Tool:

1. Using CHROME as the web browser, log in to Career Center Job Platform
Symplicity: https://wlac-csm.symplicity.com/students

2. Select the "Resources" tab.

3. Select "Mock Interview" from the featured tools.

4. Select <u>one</u> of the 3 mock interview options under the "Recommended Interviews" tab:

- **Beginner Level: Interview Practice**
    - This interview practice set is best suited for those new to interviewing for part-time or full-time employment. The questions are broad in nature and do not address any specific major or industry. It is similar to a screening video interview.

- **Internship Interview Practice**
    - This interview practice set is best suited for those preparing for internship interviews. The questions are broad in nature and do not address any specific major or industry.

- **Major-Specific Interview Practice**
    - Search through the list of major/industry specific pre-made interview sets (example: Information Technology). The questions included are those commonly asked by employers in the field you select.

    *NOTE: Most major/industries interviews have more than 1 pre-made interview for interviewers to choose from.

5. Select "Record New Attempt."

NOTE: Adobe is required to access the Mock Interview tool.

Record Responses:

6. First check your Audio and Video Settings. Allow Career Connection to use your webcam and microphone. Adjust any settings necessary during the test.

7. After testing your webcam and microphone settings, practice a question.

8. Read the introduction for recording the interview response. You will have 30 seconds to prepare after each question plays. The response time will be limited to 2 minutes, but the user can stop recording to end sooner by pressing the red "Stop Recording" button.

9. The interviewer's window will highlight when the question is being asked. The question will display on the top and the question number will show at the bottom. Your window will highlight during your response. The timer shows at the top of the screen.
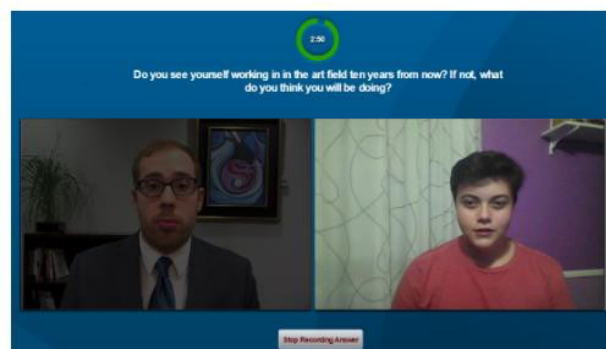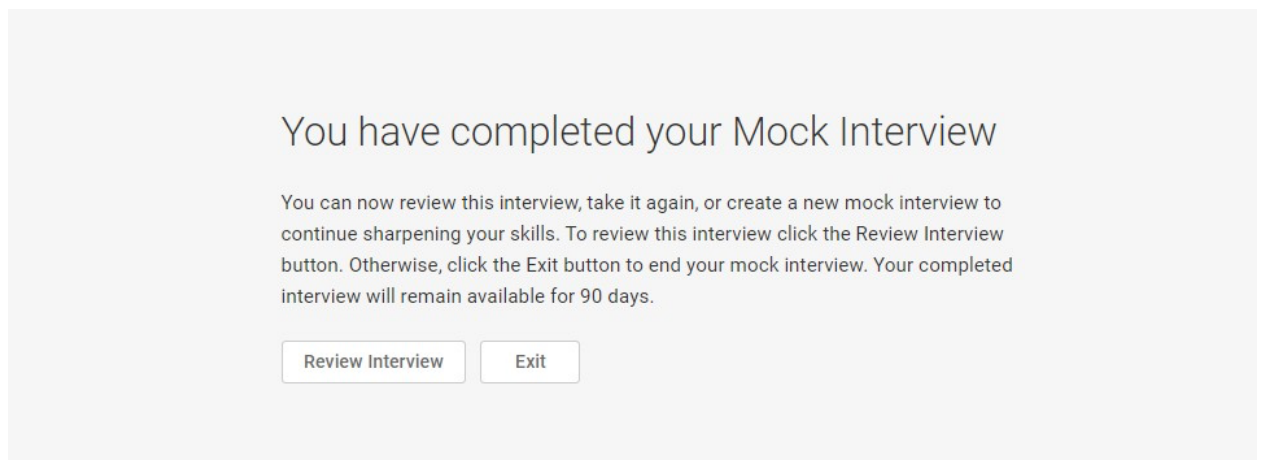
10. After the practice question, replay the response, retry, go back to the settings, or begin the mock interview. Read the introduction before the interview begins. Once the interview has started there is no pause or stop. Answer all interview questions. There is no feature to retry a single response or go back once the interview has started. After completing all the questions, review the interview, request feedback, or exit.

Review the Interview:

11. The review section of the mock interview allows the user to review the questions and answers. An interview session can be deleted, and a new attempt completed multiple times. This will not delete the created interview questions, only the attempt to respond.
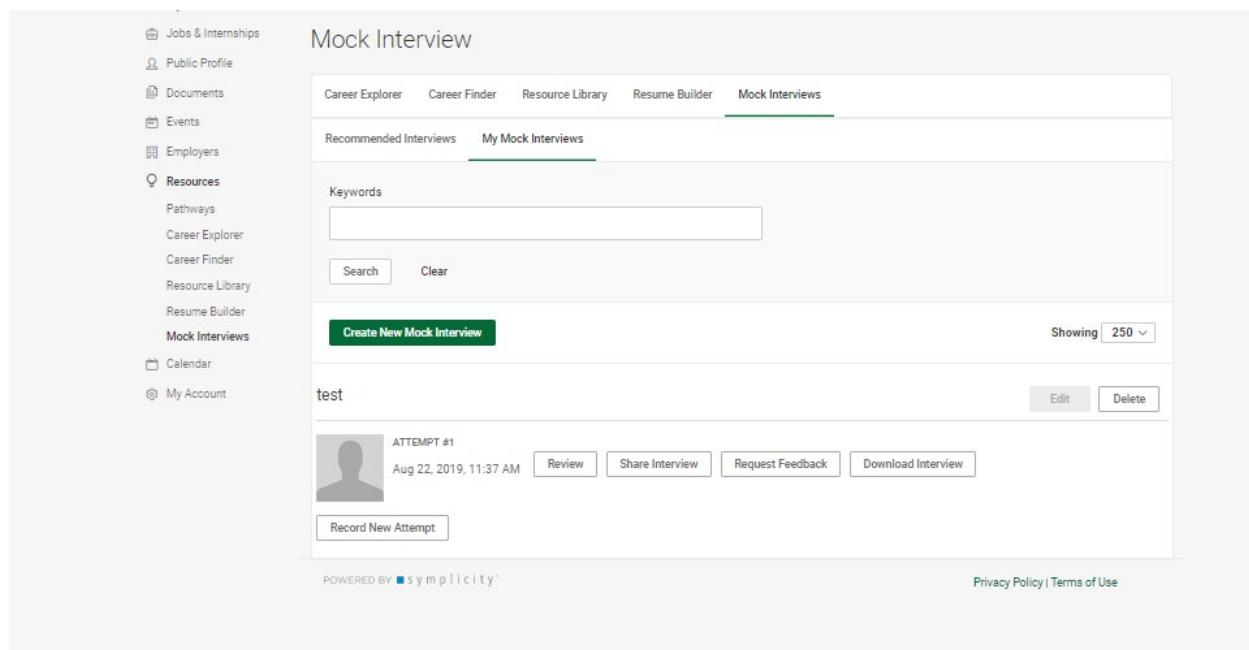
Request Feedback:

12. After answering all questions, you will be informed that you have completed your mock interview.

You have completed your Mock Interview

You can now review this interview, take it again, or create a new mock interview to continue sharpening your skills. To review this interview click the Review Interview button. Otherwise, click the Exit button to end your mock interview. Your completed interview will remain available for 90 days.

Review Interview   Exit

13. Select "Review Interview". This will allow you to watch the full interview you just completed so that you can self-assess.

14. Your completed interview will then be stored in the Mock Interview module of Career Connection, under "Recommended Interviews".

15. You are now able to either share your interview with whomever you'd like, or request general feedback from a career counselor:

- To share with someone: click the **Share Interview** button to fill out the share form. Enter a passcode to ensure privacy. Click "Save Passcode" or "View The Link". To share the interview, send the link and password to any person you would like to review your responses.

- To request feedback: click the **Request Feedback** button and a WLAC Career Staff will be notified that you are requesting a review of your mock interview. Please allow 4-5 business days for a response to your mock interview.

16. If you want to meet with a career staff to further discuss your mock interview feedback or any other career services-related questions, make an appointment by going to http://bit.ly/4kDhsXB