

Mock Interview Preparation Plan

Select a company that interests you located in a city near to you and find a job opening on their website. Pretend that you are interviewing their CEO next week in-person.

Complete the Mock Interview Preparation Plan below to prepare for that pretend interview using the effective strategies discussed in this module.

1. Company Research

- a. What is its mission?
- b. What services or products does it provide?
- c. Where is it located?
- d. What do its LinkedIn and social media pages tell you about recent company news?

2. Job Description Research

- a. What are the essential responsibilities for this role?
- b. What transferable skills do I possess that align with these responsibilities?

3. Interviewer Research

- a. What did I discover about my interviewer?
- b. What commonalities do we share?

4. Resume Review

- a. What are the experiences or skills on my resume that I want to hone in on during the interview?

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5. Common Interview Responses – write your answers below!

- a. What are your strengths?
- b. Why do you want to work at this company?

6. Questions for the Employer

- a. What questions would you ask your interviewer?

7. Day-of Preparation

- a. How would you get to the interview location? What time would you need to leave if you wanted to arrive at 8:30am?
- b. What is your interview outfit?

8. Mock Interview

- a. Who would you ask to conduct a mock interview with?