

# PRACTICE INTERVIEWS

## Policies & Procedures

Dear Student,

The **first and quickest practice method** is to use **Optimal Interview**. Go to [www.career.gatech.edu](http://www.career.gatech.edu), click on “Students”, “Job Search Tools/CareerBuzz” on left drop down list, “Optimal Interview”, then on “Interview Prep” and follow the instructions.

Most students find that **Optimal Interview** provides sufficient practice and preparation for an interview. For those students requiring additional interview assistance, Career Services offers the opportunity for a Staff Practice Interview. Before signing up, we require all students to complete specific steps. Please review the attached Policy & Procedures handout, sign the last page, and submit the signed page to our receptionist. **Please allow up to four (4) weeks for scheduling.**

In addition, we conduct workshops and have resources in our Career Library to help you prepare for your interviews. Staff members are available during Walk-In hours (visit our web site for current hours) to answer resume and other career-related questions.

We are excited to help you through the interview process and want you to be prepared and confident. Good luck and let's get started!

Regards,

GT Career Services

# PRACTICE INTERVIEWS

## Policies & Procedures

### On-Line Practice Interviews

#### Optimal Interview

Access our on-line practice interview program at [www.career.gatech.edu](http://www.career.gatech.edu). Click on “Students”, “Job Search Tools/CareerBuzz” on left drop down list, “Optimal Interview”, then “Interview Prep” and follow the instructions.

There are several types of interviews as well as interviewers available. Practice as many times as you wish.

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### Staff Practice Interviews

Staff Practice Interviews are designed for students who need additional assistance beyond our Successful Interviewing seminars, Optimal Interview, web site and Career Library resources. Staff practice interviews are not intended to be practice for a specific company interview, but rather a general one-time opportunity for students experiencing a strong concern about their interview skills. Please allow up to 4 weeks to schedule a practice interview appointment with a staff member.

**BEFORE you can schedule a practice interview with a staff member, you MUST COMPLETE Optimal Interview AND these additional steps:**

**Register with Career Services using CareerBuzz.** Go to [www.career.gatech.edu](http://www.career.gatech.edu) and click on “Students” and then “Job Search Tools/CareerBuzz”. Complete the directions for registering. Registration includes completing the profile AND uploading a resume.

**Review and sign the Practice Interview Policies and Procedures handout.** Give the signed page [Career Services Copy (1) and Copy (2)] to the Career Services receptionist.

**Select and print out a company and job description from the CareerBuzz system** or other job database as appropriate. Give a copy of this description to the Career Services receptionist.

**Print a hardcopy of your resume.** Give a copy to the Career Services receptionist.

Student Copy (2)

## STAFF PRACTICE INTERVIEW Policies & Procedures

**DURING** your Staff Practice Interview:

- 1. Come to the Interview dressed in professional attire.** Failure to dress in appropriate attire will require your interview to be rescheduled.
- 2. Complete the Pre-Mock Interview Questionnaire.** Your interviewer will provide this sheet.
- 3. You will receive a copy of the Mock Interview Feedback Form.** Your interviewer will complete this form.
- 4. Ask for a business card from your interviewer.**
- 5. Complete the Post-Mock Interview Questionnaire.** Your interviewer will provide this sheet.

**AFTER** your Practice Interview:

- 1. Send your staff interviewer a thank you note via email within 24 hours.** A thank you note completes the interview process. Your interviewer will return, via email, a critique of your thank you note.

### **NO-SHOW POLICY**

If you determine that you are unable to attend your Practice Interview, you must cancel **NO LATER THAN 24 HOURS PRIOR** to your scheduled Interview time. Cancellations of less than 24 hours will require appropriate documentation (example: note from doctor). Failure to do this may prevent you from scheduling another Practice Interview with Career Services.

# STAFF PRACTICE INTERVIEW

## Policies & Procedures

I, \_\_\_\_\_ (print name), agree to complete the above-stated steps prior, during, and after the Practice Interview. I understand that failure to complete all the required steps may cause my interview to be rescheduled or may prevent me from participating in a future Practice Interview.

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Student Signature

Student ID

Date

**Give this signed copy to the Career Services receptionist.**

Student Name: \_\_\_\_\_

GT ID#: \_\_\_\_\_

# STAFF PRACTICE INTERVIEW Checklist

	<u>Optimal Interview</u>
	Conducted practice interviews
	Registered with Career Services using CareerBuzz
	Gave signed copy of the Policies & Procedures to receptionist
	Printed out and provided a company and job description
	Printed out and provided a hardcopy of your resume

Interview scheduled for:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Interviewer: \_\_\_\_\_

DURING the interview, the student:

	Dressed in professional attire for the interview
	Completed the Pre-Mock Interview Questionnaire
	Was given a copy of the Mock Interview Feedback Form
	Asked for a business card from the interviewer
	Completed the Post-Mock Interview Questionnaire

AFTER the interview, the student:

	Sent the interviewer a thank you note via email within 24 hours
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