



Notes and Instructions for Mock Interviewers **Thursday, January 17, 2019**

The Mock Interview Day is a new event for Brother Rice as part of growing career development series, RICE (Resumes, Interviews, Career Exploration). The RICE career development series will work to align career exploration and assignments in Naviance with career events more closely for students in the year to come. Currently, our junior and senior students are all at different points in their preparation for this day.

We are hoping the mock interview experience will help our young men be better prepared for job/volunteer, college coach, college admissions, and/or scholarship interviews. Your understanding and patience with each young man you will interview is appreciated. Please help this be a positive learning experience for each of them.

Preparation to serve as a Mock Interviewer

First, thank you for your willingness to give our students time from your usual work day. In preparation for the Mock Interview event on **Thursday, January 17, 2019**, we only ask that you take a few moments ahead of time to review the information provide here, including the interviewer notes, sample job posting, mock interview questions and rating sheet.

Orientation

We will conduct a brief orientation at the start of each session on Thursday, January 17, 2019 at Brother Rice High School. Light refreshments and beverages will be available. You will be asked to arrive at 7:15 am for Session 1 and at 10:45 am for Session 2.

7:15 – 11:15 am (Session 1) – please report to the ARC
10:45 am – 2:53 pm (Session 2) – please report to Main Lobby

Resumes

Juniors and seniors should have a resume to present to you during the mock interview. The resume format used may be slightly different for each student depending on which template they used in Naviance or in Word to create it. Please rate the resume on good business-like arrangement of information as well as correct spelling and grammar.

Mock Interview

- Students are applying for a summer internship program with a local Fortune 500 energy company in Southeast Michigan.
- All students have been told to dress appropriately, under the Brother Rice dress code requirements.
- Interviews are schedule for 20 minutes (15 minutes for mock interview with 5 minutes for verbal feedback with each student). You will be asked to interview 2 students each class period. It will be a fast-paced morning/afternoon.
- It is our hope you will be interviewing a candidate you do not know. As students arrive for their mock interview in the ARC, we will ask them to go to an interviewer they don't know (if possible).
- You will receive a set of mock interview questions. You may have some students who struggle with their answers, while others may breeze through them. Please use your professional experience to help guide them through the mock interview.

- Verbal feedback – please discuss things that went well and an area that needs improvement for their next interview. Did they display poise during the interview and did they act maturely? Please feel free to use the rating sheet to guide you on areas to provide feedback on.

Written Feedback and Evaluations

- **Mock Interview Rating Sheet:** You will be asked to complete a rating sheet for each student in addition to the verbal feedback. You will need to be conscience of the time before the next interview to complete the rating sheet (and not necessarily in front of the student).
- Rating sheets will be collected throughout the day. Please do not put a comment on the rating sheet you wouldn't want the student to see. The RICE career development team will review the rating sheets as well as each student's guidance counselor. Students will review their rating sheets in appointments with their guidance counselor.
- For Your Information: Students will also be doing a self-evaluation rating sheet on their experience. This will be completed in their English class, shared with the RICE career development team and administrators as well as the guidance counselors.
- **Mock Interview Day Evaluation:** We will ask each mock interviewer to complete an evaluation on your overall experience during mock interview day 2019. We appreciate your feedback as we look to improve on the pilot of this program.

Thank you again for helping Brother Rice with this invaluable experience for our students. Our students' success is important to our community. They will have you to thank for this part of their preparation for their future.

Questions? Please contact: Dan McGrath '96, Alumni Relations, Brother Rice High School, mcgrath@brrice.edu or (248) 833-2016.