



# Mock Interview Coordinator Guide

## WHO IS BESTPREP?

BestPrep is a statewide nonprofit organization with a mission to prepare students with business, career, and financial literacy skills through hands-on experiences that inspire success in work and life.

With the help of over 4,000 volunteers per year, BestPrep reaches hundreds of educators and over 50,000 students through its seven programs: Classroom Plus, Financial Matters, eMentors, Cloud Coach, Minnesota Business Venture, The Stock Market Game, and the Technology Integration Workshop. Mock Interviews are part of Classroom Plus which focuses on bridging the gap between lessons learned in the classroom and skills utilized in the workplace.

## PURPOSE OF MOCK INTERVIEWS

The goal of BestPrep's Mock Interviews is to give students practice and exposure to the interview process. All that you will need to be a great Mock Interviewer is enthusiasm, understanding and common sense.

For many students, this will be their first experience interviewing. This exercise is meant to be an opportunity for growth. We ask that volunteers be honest and encouraging to the students by providing constructive feedback after the interview. Our hope is that every student will come away from this feeling more confident about interviewing in the future.

## ROLE OF THE COMPANY COORDINATOR

The Company Coordinator is the person at the business who works closely with a BestPrep staff member to recruit volunteers. The BestPrep staff member will contact the coordinator with details about the mock interviews such as ideal dates, how many classes, and how many volunteers are needed. The company coordinator will then choose the date that works best for their company and begin recruiting volunteers. There are many ways to recruit volunteers. BestPrep can provide a recruitment email template for your use. Other avenues include discussing the opportunity via the following outlets:

- Staff meetings
- Internal posting communications
- Company newsletter
- Councils, organizations, departments, affiliations
- Colleagues or friends within the company

If you need some additional ideas, ask your BestPrep staff contact for a list of past mock interviewers at your company to reach out to directly.



From there, the BestPrep staff person will check in 1 month out and 2 weeks out to see how recruitment is going and help as needed. When it is 2 weeks from the mock interview date or volunteer spots are filled - whichever comes first - send the names and emails of volunteers to the BestPrep staff and they will handle communication between the volunteers and teacher and confirm all details. If not all spots are filled for mock interviewers, please let the staff person at that time as well so that they can begin to find other volunteers. Additionally, if any volunteers are no longer able to attend after confirming, it is the company coordinator's role to let the BestPrep staff know.

## MOCK INTERVIEW INFORMATION FOR VOLUNTEERS

- Depending upon the teacher's preferences, students will fill out a job application (using pre-selected jobs that a high school student might apply for) or a resume to bring with them to the interview. Some classrooms may opt to no complete applications or resumes ahead of time.
- Students are also given sample interview questions to help prepare.
- Each interview lasts about 15 minutes that includes time for interview, questions, and feedback.
- Volunteers are to provide feedback that will help improve students' interviewing skills. Each interviewer will be provided with an evaluation form for reach student so that they can write down their feedback.
- Volunteers should ask students questions on the provided question sheet, taking note of any special skills.

## FAQs

Q: How specific should feedback be? What feedback is most helpful?

A: This will vary from school to school. Some classes that we partner with are very experienced with interviewing so they might require more critical and specific feedback. For other classes, this is their first time interviewing, so the teacher may request the interviewer to give more basic feedback. Check in with the teacher beforehand to see what they prefer.

Q: Do I have to work in Human Resources to volunteer?

A: No, you do not. If you have been interviewed, you can be a mock interviewer!

Q: A volunteer cancelled and now we will not have enough volunteers. What should I do?

A: If the volunteer cancels more than 3 days out of the mock interviews, it the company coordinators responsibility to find a replacement volunteer. If you are not able to find a replacement, please let the BestPrep staff member know so they can communicate that with the teacher and try to find other arrangements.

Q: Can volunteers ask their own questions or do they need to stick to the questions provided?

A: This will also vary from school to school. Some educators will want to stick to the provided BestPrep questions while others will encourage volunteers to ask their own. Still others will provide their own set of questions and will ask volunteers to stick to it. They will clarify beforehand which they prefer, but if for some reason they don't, feel free to ask.



HAVE QUESTIONS? CONTACT SARAH HAMMEL OR JANNEKE HOLZENTHAL



SHAMMEL@BESTPREP.ORG | JHOLZENTHAL@BESTPREP.ORG