



## Instructions for the Alumni Mock Interview Program:

### Student Instructions:

1. A student either expresses the desire or is told it would be helpful to do a mock interview
2. Student connects with Assistant Director of Career, Alumni, and Employer Engagement ([shines-farmer@sog.unc.edu](mailto:shines-farmer@sog.unc.edu)) to seek alumni mock interviewer
3. Student provides AD of CAEE a copy of job description and resume tailored to position
4. AD of CAEE connects via email the student and alumni
  - a. Student reaches out to alumni to schedule the interview via zoom/teams/phone
  - i. Student provides link or phone information in a calendar invite

### Alumni Instructions:

- Alumnus will ask questions of a student as they relate to the job and their experience
- During interview, the alumnus assesses the student ([assessment form](#))
- Fill out [assessment form via this link](#)
- Provide real time feedback to student
- If there are any issues either with the process or a specific student, please contact the Shauna ([shines-farmer@sog.unc.edu](mailto:shines-farmer@sog.unc.edu)), Assistant Director of Career, Alumni, and Employer Engagement

### Assistant Director of Career, Alumni, and Employer Engagement Instructions:

- Encourage students to seek mock interviews from alumni to receive feedback on their interviewing (and as a networking opportunity)
- Help students find jobs and tailor their resume before submitting to participate
- Provide resources to help students prepare for interviews
  - Intranet Resources
  - LinkedIn Practice Interviews
- In connection email to alumni and student, provide the following:
  - Instructions for program
  - Link for feedback
  - Question bank and feedback form
  - Job Description and Resume from student.
- Meet with students after the mock interview to discuss feedback and continue preparing for future interviews
  - AD of CAEE receives an automatic email once the feedback form has been completed