

CENTER FOR CAREER DEVELOPMENT AND STUDENT EMPLOYMENT

University of Hawai`i at Mānoa

PRACTICE INTERVIEW FORM

Description of the Practice Interview

The practice interview is one of the best ways for you to prepare for the actual interview. This service provides an opportunity for you to practice and receive feedback regarding your interview skills. The Career Counselor, who takes the role of the interviewer, will try to make the interview as realistic as possible by asking the questions that are typical of those that might be asked for the type of position you are seeking. At some point during the interview you will have the opportunity to ask questions that you would ask in an actual interview.

Time Frame

Allow one hour for this exercise. The first twenty (20) minutes are for the practice interview; the remainder of the time is designated for a critique and discussion between you and the counselor.

To schedule a Practice Interview

- ◆ Complete the Practice Interview Information Sheet below and return it to the Career Development and Student Employment (CDSE) office with your resume. Individuals practicing for graduate/professional school interviews should also attach a copy of their graduate/professional school application, which should also include a copy of their personal statement.
- ◆ Schedule an interview at the CDSE Front Counter. (Appointment will be scheduled only after the Practice Interview Information Sheet is submitted and for no earlier than two days after submission.)

Videotaping the Practice Interview (optional)

This option will enable you to see how you actually look and come across during the interview situation. To take advantage of this option, please indicate below on item #3 and remember to bring in a blank VHS tape on the day of your interview.

Preparation Hints

- ◆ Attend a CDSE Interviewing workshop prior to scheduling the practice interview.
- ◆ Do your homework (about the organization or graduate school).
- ◆ Be on time!
- ◆ Optional: Dress for an actual interview
Bring a VHS tape if videotaping session

Appointment Reminder:

Counselor: _____

Appt date: _____

Appt time: _____

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PRACTICE INTERVIEW INFORMATION SHEET

NAME _____

For CDSE Use:

Counselor: _____

Appt date: _____

Appt time: _____

Today's date: _____

1. My actual interview is with (select one):

An employer _____
Name of employer/Position Title

A graduate/professional school program _____
School/Program

Other _____
Presentation, lecture, etc.

2. Special topics/questions I would like covered in the practice interview are:

3. I would like to videotape my practice interview and will bring a VHS tape to the appointment.

YES NO

4. I have attached a copy of my resume/application/personal statement.

YES