MĀNOA career center

Practice Interview Request 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 your 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 Mānoa Career Center 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 Mānoa Career Center front counter. The appointment will be scheduled only after the *Practice Interview Information Sheet* is submitted and for no earlier than two full days after submission.

Recording 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 this below and remember to bring in a blank mini digital video (MiniDV) on the day of your interview.

Preparation Hints

- Attend one of our Interviewing workshops prior to the practice interview.
- Do your homework (about the organization or graduate school).
- Be on time!
- Optional: Dress as if for an actual interview.
- Optional: Bring a MiniDV if you wish the session recorded.

Appointment Reminder

Counselor: _____

Appointment Date: _____

Appointment Time: _____

2600 Campus Road ¨ QLCSS Room212 ¨ Honolulu, HI 96822-2205 ¨ 956-7007 ¨ V/T 956-9318 ¨ careers@hawaii.edu

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Practice Interview Information Sheet

Name: _____

My actual interview is with:

An employer: _____
Name of employer/Position Title

A graduate/professional school: _____
School/Program

Other: _____
Presentation, lecture, etc.

Office Use Only

Counselor: _____

Appointment Date: _____

Appointment Time: _____

Today's Date: _____

Special topics/questions I would like covered:

_____

_____

☐ I would like the interview recorded on a MiniDV I provide ☐ I have attached a my resume/application/personal statement