**Mock Interview Tips and Tricks**

As we all know: practice makes perfect. Carrying out a mock interview with your family member gives them a chance to practice the interview process while the stakes are low and with someone they trust, giving them an opportunity to build the skills necessary to excel in the actual interview. Additionally, taking the time to debrief the mock interview gives them space to process what went well, what was challenging, and ways to course correct—this builds meaningful executive skills!

**Suggested Mock Interview Process:**

1. **Schedule a quality visit with the family member where they come in-person to the office**. Their job interviews will likely be in-person (and in an unfamiliar place), so practicing as such will ensure that they’ve thought about the interview experience from start to finish! Make sure you know what position/company the family member is interested in applying for so that you can prepare the mock interview accordingly.
2. **Set up your office space like a real interview.** Consider creating a “waiting room” outside of your office and then rearranging your office furniture so that you have chairs directly across from each other, much like an interview.
3. **If possible, record the mock interview.** Consider setting up a camera or iPhone in the corner of the office so that you can record the mock interview and share it with the family member so that they can watch it/review it later—sometimes we aren’t aware of our nervous habits until we see them!
4. **Greet the family member in the lobby and shake their hand.** While it might feel silly to perform, we want the family member to get as realistic of an experience as possible so that they are ready for the real-deal! You set the tone with that first handshake.
5. **Do an introduction.** Once you get into the mock interview space with the family member, introduce yourself as the name & possible title of someone who might be hiring for the company that the family member has identified.
6. **Ask mock interview questions.** Review this list of possible interview questions and consider adding a few other questions that relate to the position/company that the family member is applying for (e.g., if they are applying for a receptionist position, consider asking them about their communication skills, how they stay organized, etc.) Consider:
	* Ask your questions and give the family member time to answer each one before moving to the next.
	* Don’t bail them out if they get stuck! This is an opportunity for them to work through the discomfort in a safe place. Remember: you will have time to discuss any sticky points during the debrief.
	* At the end of your questions, be sure to ask the family member, “What questions do you have for me/the company?”
7. **Thank them for coming in and walk them back to the “waiting room”.** This will formalize the end of the mock interview. At this time, feel free to say, “END SCENE!” and then return to your office to debrief.
8. **Conduct a thorough debrief with the family member.** Consider:
	* **Reviewing the recording of the interview together.**
	* **Starting with the family member’s reflection/experience of the mock interview.** What did they think went well? What was challenging?
	* **Asking if they are open to your feedback.** If they are open to your feedback, provide really specific examples (and why they matter!) of:
		+ things that you thought were great (e.g., “I like how you made eye contact with me the whole time and you smiled as you spoke—you looked really confident!”)
		+ things that they may want to work on or answers they might want to develop further (e.g., “when I asked you about yourself, you only told me your name. I think your answer would be even more helpful for a hiring manager if you shared information about your work background, what you like to do, etc.”)
	* **\*If they want more practice\*, encouraging them to practice their responses to the interview questions again** with you, or with a friend or family member. Also, you can encourage them to watch these videos ([1](https://www.youtube.com/watch?v=enD8mK9Zvwo) and [2](https://www.youtube.com/watch?v=HG68Ymazo18)), which provide more information about preparing for a job interview.