

University of Toronto – Career Exploration & Education

Mock Interviews with Employers **Student Guide**



UNIVERSITY OF
TORONTO

STUDENT
LIFE

**Career Exploration
& Education**

Welcome

Thank you for registering for the University of Toronto Mock Interview program with employers. A Mock Interview is an educational opportunity for you (students and recent alumni) to connect, learn, and practice interview skills in a realistic simulation, gaining real feedback from employer co-educators who have volunteered their time after work to support your learning! Mock interviews are for educational purposes only and is not intended to amount to a real job offer at this event. The constructive feedback you will receive from our employer co-educators will help you better prepare for your next real employment interview and networking opportunity.

Within this package, you will find detailed information to help you prepare for the event. Please read it carefully, and contact me if you have any questions.
All the best!

Natasha Jamal

Career Educator, Career Exploration and Education,
University of Toronto, 416-978-8007
Natasha.jamal@utoronto.ca

Who we are:

At Career Exploration & Education our mission is to engage students and recent graduates to develop **self-directed career management skills** through partnership with (a) faculty, to connect academic and career learning; (b) alumni and employers, to develop informational and experiential networks and opportunities; and (c) our campus and community partners, to embed career support locally to meet **diverse learner needs**.

Vision: Our vision is to support every U of T student and recent graduate as they build their future in our changing world.

Values: We value community, agency, learning, empathy and equity, diversity and inclusion.

Who you are:

- A University of Toronto student (bring your t-card!) or recent graduate (up to 2 years) who is willing to engage in your continued learning and career development for preparation for your next real interview.
- Want to practice answering the most common types of interview questions and feel more prepared.

- Have had an interview experience before (recommended but not required) and want to improve your interview skills in a realistic simulated interview environment, but with co-educators to support.

Benefit to you as a participant

Outcomes:

- Pursue activities and opportunities related to career goals.
- Advocate for self and others to create and/or secure future opportunities.
- Understand the relationship between self-knowledge and career.
- Engage in reflection to clarify needs and gain career insight.
- Communicate a sense of self-, academic-, and career-identity.
- Identify and engage in communities and networks relevant to career interests.

Event Logistics

Date: Thursday, January 23rd, 2020

Time: 5:00 PM – 8:00 PM (Arrive on time! First impressions count!)

Time	Duration	Activity	
5:00 PM – 5:30 PM	30 minutes	Registration (bring your t-card, or have your UTOR id ready)	
5:30 PM – 6:00 PM	30 minutes	We promptly start! Introductions and employer presentation	
6:15 PM – 6:45 PM	30 minutes	GROUP A: <i>Career Chat with a Career Educator on Effective strategies in preparing for interviews</i>	GROUP B: <i>Mock Interviews with Employers</i> -10 minutes for the interview -5 minutes for feedback
6:45 PM – 7:00 PM	15 mins	BREAK	
7:00 PM – 7:30 PM		GROUP A: <i>Mock Interviews with Employers</i> -10 minutes for the interview -5 minutes for feedback	GROUP B: <i>Career Chat with a Career Educator on Reflections post interview for Effective strategies in preparing for interviews</i>
7:30 PM – 8:00 PM	30 minutes	Networking and Connecting event and Feedback Survey	

IMPORTANT! To have a valuable learning experience, it is expected students stay for the full scheduled program, unless there is an accommodation or accessibility need.

Location:

Student Success Centre in the Koffler Building, 214 College Street (across the hall from the Second Cup)

Map: <http://map.utoronto.ca/utsg/building/143>



Preparing for the Event

What to expect

You will be meeting with a real employer from an industry in the role of a co-educator to provide you with an authentic but supportive experience of what an authentic interview can feel like. Ensure you bring a hard copy of your current resume.

You will have 15 minutes with the Employer co-educator who will review your resume, conduct a mock interview with a few common questions and provide supportive feedback. 10 minutes will be for your interview simulation and 5 minutes for feedback. Employers have been instructed to avoid very technical industry specific questions, questions that require significant advanced preparation or research, or questions that require you to have professional work experience as this event is open to all students and recent graduates of various backgrounds. Employers are encouraged to use a broad range of question types in order to help your learning and support your preparation.

You will be paired with another student taking turns on being an interviewee answering questions, while the other an observer, who can actively listen, observe and learn through example, take notes, and provide a 3rd person perspective on the interview.

How to prepare for interviews

Practice, Practice, and Practice...

Interviews can be an uncomfortable or intimidating experience, particularly because meeting and conversing with potential employers does not always feel natural. It doesn't have to be this way!

How to practice

1. [Predict some of the questions](#) you may be asked and prepare your answers
2. Use [helpful strategies](#) to reduce performance anxiety
3. Connect with some of [our Interviewing resources](#) you can access!

How to Respond:

Being authentic in an interview is important. Great interview stories are well connected to your experiences, not only to provide evidence, but also to highlight your unique strengths and skills. Here is a formula to help you ensure your answers remain specific, concise, and relevant:

STAR! Tell a story/what happened?

- **Situation:** When and where did you demonstrate the skill/qualification?
- **Task:** What was your role or task that best demonstrates the skills qualification?
- **Actions:** What did you do?
- **Result:** What came out of the experience?

Sample Interview answer to “Tell me about yourself”

I’m a recent graduate in the psychology program where I was able to engage in a research project studying the social determinants of health- this is where I learned about the importance of working with communities to co-build health promotion programs for their successful uptake and sustainability. I’m interested in being able to build on my current skillset in supporting effective health promotions programs at ABC organization.

Transforming Interview Anxiety

- Practice/interview prep
- Visualization of confidence
- Breathing
- Exercise/movement
- Listen to your favourite music
- Affirmations
- Plan enjoyable activity for after

Networking:

Is a supportive two-way conversation with the focus on learning about the industry and briefly introducing yourself, your professional interest, and what you are striving toward. If you find the conversation of value, ensure there is follow up to maintain the connection within 48 hours. Employer’s contact information will not be disseminated after the event, so ensure you make the most of this time to meet people within the industry to build your professional connections.

What do I say? ...Well, it helps to know yourself!

- *What are you studying:* name, education, specific focus of your study (Biomedical, Operations Research)
- *What are you doing:* something you've done that demonstrates skills, experience or interest in their field (research, courses, projects etc.)
- *What you hope to do in the near future:* what are you interested in? Why?

Example: *I'm currently in the one-year M.A. Economics program at the University of Toronto. My goal is to pursue a career in the financial industry to build on my experience in financial analysis from my internship last year. I'm currently looking for advice on how to get into the field*

Think of a few questions that are not 'google-able' that you want to know about the industry (e.g. *What advice do you wish you had while you were starting out?*) in order to have a valuable conversation with the employers.

Next steps/resources

Interview Practice

- [Big Interview](#) (on Clnx.utoronto.ca, under 'Resources' on the left hand side)
- [Talking to Professionals Workshop](#) (Register under Events & Workshops on clnx.utoronto.ca)
- Mock Interview Practice with a Career Educator (call or email for a 1:1 appointment)
- [Career Exploration & Education Interview Resource](#)

Research:

- Review the company's website, Facebook, twitter and/or LinkedIn profiles
- Know their mission statement and values
- What do they say about their product/service
- Read company reviews

Be Punctual:

- First impressions count! Arrive 10 minutes early
- Confirm location and directions
- Leave extra time for unexpected events

Appearance:

- Research and wear clothing appropriate for job and organization
- Ensure you are comfortable in what you choose to wear

Continue to Network:

- [Linked In Lab Workshop](#) –To Network (Register under Events & Workshops on clnx.utoronto.ca)
- Career Chat: Networking to support, once you get started, every Wednesdays from 12 to 1pm
- Sign up on [10,000 Coffees](#) to Connect with U of T Alumni
- Career Exploration & Education [Networking Resources](#)