



**Agency Name:**

**OPPORTUNITY JUNCTION**

**Primary Contact for Project:**

**Annabelle Villanueva, [Annabelle@OpportunityJunction.org](mailto:Annabelle@OpportunityJunction.org)**

**Project Name:**

**Mock Interview (for Adults Eager to Succeed)**

**Location:**

**Opportunity Junction, 3102 Delta Fair Blvd., Antioch**

**Project Description:**

The purpose of this event is to provide Administrative Careers Training (ACT) interns the ability to strengthen their interviewing skills and overall confidence with the interview process. Mock interviews are a great way for our interns to practice what they learn in our job training program with volunteers that they do not know; thereby, creating an experience as close to an actual job interview as possible. We ask that you treat the interviewees as you would any potential candidate for a job.

We want our participants to be ready for any interview, so we want to thank you for helping us prepare them. As volunteers, you help guide them towards the road to success!

**Project Date:**

**TBD**

**Project Start and End Time:**

**9:15 AM – 12:30 PM**

**What type of clothing should the volunteer wear for this project?**

**Professional**

**What is the minimum number of volunteers you will accept for this project?**

**3**

**What is the maximum number of volunteers you will accept for this project?**

**15**

**What is the minimum age of a volunteer that you will accept for this project?**

**18 years old + up**