



Title: Mock Interviewer

Goal: To provide administrative assistant interns practice with interviewing skills. Participate in a series of mock interviews where the volunteer acts as if they are hiring for a position for which our interns are applying.

Position summary: The interviewer will ask a series of questions related to a job description and at the conclusion of the interview provide feedback to the intern. Interviewer will ask questions about their skills and work experience, observe interviewee's body language, and provide constructive criticism in order to make improvements and provide insight for them to carry into real life interviews.

Volunteer Qualifications:

- Have been involved in the hiring of personnel, particularly in office or professional occupations, in career counseling, and/or are interested in helping low-income adults who are entering or re-entering the job market after having been trained in computer and life skills;
- Have been involved in the firing of personnel;
- Have outstanding communication skills and willing to provide helpful feedback to our interns;
- Have an understanding of basic teaching and learning principles;
- Have a patient and empathetic attitude towards learners and
- Have the ability and willingness to communicate with and assist people of different backgrounds.

Time Commitment: 9:00am-12:30pm

Benefits: As an interviewer you will practice skills such as: public speaking, time management, teaching, training, verbal and non-verbal communication, asking questions about intern's skills and work experience, observing their body language, providing constructive criticism in order to make improvements and provide insight for them to carry into real life interviews.

Your small, but generous, time commitment will give the interns the knowledge and practice needed to help their current job searches and future employment prospects.