Online Mock Interviews

Making a good first impression is essential for a strong and successful interview. KU Career Network (KUCN) provides the opportunity for you to practice interviewing using your webcam and microphone. Record your practice interview and submit it to the Career Development Center to have it reviewed by a staff member. The interview consists of 8 questions and takes approximately 20 minutes to complete. Please keep in mind that turnaround time for interview reviews varies during the semester. If you want your interview reviewed by the CDC staff, please be sure to select one of the top five listed.

To get the most from this service, please review tips and strategies in the Interviewing Successfully Guidebook available in the career center or at www.kutztown.edu/careerlibrary.

Get Started
1. Go to the www.kutztown.edu/KUCN.
2. Click the student or alumni KUCN link and follow the directions for logging in.
3. Click on Mock Interviews (top left).
4. Choose an interview. Please note: only the first five interviews listed are reviewable by the CDC staff.
5. Click on Record New Attempt.

Adjust Audio and Video Settings
1. Use the dropdowns to select your video and audio inputs.
2. Speak clearly and loudly into your microphone. Be sure that your environment is free of any background noise.
3. Adjust the volume on your microphone until the audio levels are optimal (you will be able to adjust settings again after you answer a sample interview question).

See Reverse Side for Additional Instructions

Tips for Success

1. Review the tips and strategies for interviewing successfully on the Career Development website (www.kutztown.edu/careerlibrary).
2. Dress professionally. Guidelines for professional dress are available on the CDC website.
3. Place your computer on a sturdy table or desk. You should see your head and shoulders on the screen.
4. Check your surroundings. Make sure your environment is free from background noise that your microphone might pick-up and the backdrop is uncluttered and distraction free. Consider removing wall art behind you so you are the focal point on the screen.
5. Look at the camera and not at the screen so you are making eye contact with your interviewer.
6. Speak clearly and loudly into your microphone.
**Complete the Interview**

1. After each question, you have 30 seconds to prepare your response, after which recording will begin. You have 3 minutes to respond, but you may end at any time by clicking on the “stop recording” button or by pressing the space bar.

2. Your remaining response time is shown on the animated ring at the top of the screen. The ring changes color as it counts down. Interview progress is shown on the blue bar at the bottom. Once you begin your interview, you will be able to stop it.

**Request Feedback/Review** – *Please check the CDC calendar for mock interview review deadline, typically three weeks prior to the end of the semester.*

1. Once your interview is completed, you have the option to view the interview, request feedback, or exit. If you choose to review or exit, you will have the option to delete your attempt. Please select “Request Feedback”.

2. In addition to the Career Development Center, you may also select other recipients to review your mock interview (if you desire). SEE BELOW FOR REVIEW CRITERIA.

3. Depending on the timing of your submission, the review may take 2-4 weeks to be completed. Please plan accordingly for class assignments.

4. An automated email will be sent after your review is completed which includes comments and suggestions for improvement. This email may be printed or forwarded to your professor if the online interview was completed as part of a class assignment.

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**How your online mock interview will be reviewed**

Your overall interview will be critiqued by a CDC staff member based on the following criteria. Additionally, you will receive feedback on the nature and content of each of your responses. Remember, interviewing is a skill; the more you practice the better you will get. If the results of this review are part of your evaluation for a class, please prepare appropriately and consider making more than one interview attempt prior to submitting it for feedback.

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<th></th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Needs Improvement</th>
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<tbody>
<tr>
<td>Appropriateness of Dress</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
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<tr>
<td>Posture/Composure/Eye Contact</td>
<td>5</td>
<td>4</td>
<td>3</td>
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<tr>
<td>Used Appropriate Language/Tone/Grammar</td>
<td>5</td>
<td>4</td>
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<tr>
<td>Personable/Enthusiastic</td>
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<td>Knowledgeable about Field/Interests</td>
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<td>4</td>
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<tr>
<td>Provided Thorough, Complete Answers</td>
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