

# MOCK INTERVIEWS

## PURPOSE

Allow TWA intern candidates to practice their one-on-one interviewing skills.

## VOLUNTEER ROLES NEEDED

You'll need the same number of volunteers as youth participants. Please connect with your nonprofit partner to find out how many youth will participate so you can recruit the right number of volunteers.

## SAMPLE AGENDA

This is a suggested agenda—you may have different activities or timing or you may find your team wants to focus on other areas. Work with your nonprofit partner and your store team to build out the right agenda for your program.

TIMING	TOPIC	WHO
0:00 – 0:10	<b>Welcome + Introduction</b> <ul style="list-style-type: none"> <li>▪ Welcome youth + volunteers</li> <li>▪ Give overview of activity</li> <li>▪ Count off + pair youth/volunteer (1:1)</li> </ul>	Nonprofit Job Coach + City Leader
0:10 – 0:30	<b>Mock Interview—Round #1</b> <ul style="list-style-type: none"> <li>▪ Introductions               <ul style="list-style-type: none"> <li>- Volunteer introduces herself—name, role at Gap Inc.</li> <li>- Ask youth to introduce herself</li> </ul> </li> <li>▪ Potential Interview questions:               <ul style="list-style-type: none"> <li>- Why are you interested in this role?</li> <li>- What do you love about [brand]?</li> <li>- What are your greatest strengths?</li> <li>- What would you like to improve about yourself? What steps are you taking to make this improvement?</li> <li>- Where do you see yourself in two years?</li> <li>- What makes you stand out from other job applicants?</li> </ul> </li> </ul>	Lead volunteer (Intern Manager)

TIMING	TOPIC	WHO
0:30 – 0:40	<b>Debrief round #1 in interviewer/interviewee pairs</b> <ul style="list-style-type: none"> <li>■ Ask teen to share her own assessment: <ul style="list-style-type: none"> <li>- What did you do well?</li> <li>- Where did participant get stuck?</li> </ul> </li> <li>■ Provide feedback, balancing positive with even better if opportunities. Consider: <ul style="list-style-type: none"> <li>- Eye contact</li> <li>- Confidence</li> <li>- Content of answers</li> <li>- Did he/she incorporate personal stories to make the interview memorable?</li> </ul> </li> </ul>	Volunteer + youth
0:40 – 0:45	<b>Switch pairs</b>	Nonprofit Job Coach + City Leader
0:45 – 1:05	<b>Mock Interview—Round #2</b> <i>See above</i>	Volunteer + youth
1:05 – 1:15	<b>Debrief round #2 in interviewer/interviewee pairs</b> <i>See above</i>	Volunteer + youth
1:15 – 1:30	<b>Group Reflections + Close</b> <ul style="list-style-type: none"> <li>■ What did you learn?</li> <li>■ How will you apply these learnings to your interviews in the future?</li> </ul>	Nonprofit Job Coach + City Leader