



MOCK INTERVIEW PLANNING TEMPLATE

TASKS	RESPONSIBLE PARTY(IES)	PROGRESS/NOTES
Identify what grades will be involved in the mock interviews	HS	
Select a date Time of event (generally 8 minutes per student with 2 minutes to rotate out) Determine how many blocks of time are needed to interview students (see create schedule below)	HS	
Create schedule – interviews will occur during what students' subject period? Based on the schedule, how many blocks of time will need to be created? These blocks then determine how many interviewers will be needed for each block <ul style="list-style-type: none"> Block One: 7:50-8:45 (Mr. P's English, Ms. X English) Block Two: 8:50-9:45 (All 5 English Teachers) 	HS	
Identify a location (gymnasium, library)	HS	
Prepare layout (# tables, chairs, physical arrangement, timers or mechanism to end/start interviews, etc.)	HS	
Schedule and prepare orientation for interviewers <ul style="list-style-type: none"> Mock interviews are for Grade X only or Grades X and XX. There are a total of XX students who will potentially be interviewed Questions will be provided or you can develop your own Interviews will be XX long Explain any security measures HS requires visitors to complete Where to park, how to find the building for interviews, or how they will be escorted to the location When their time is up, how do they exit? Anything else they should know <p>Orientation is scheduled and managed by HS. Invite link is provided to OSUIT for inclusion in confirmation email</p>	HS	
Determine how interviewers will be greeted and where	HS	
Prepare questions for interviewers	All	
Solicit cooperation of English teachers and others to incorporate interview and resume preparation	HHS OSUIT is happy to help do in-class workshops	
Plan for how students will arrive, leave, and attendance recorded for interviews	HS	

TASKS	RESPONSIBLE PARTY(IES)	PROGRESS
Registration <ul style="list-style-type: none"> Create invitation & confirmation email (we'll need email and a mobile phone of a contact in case of an emergency or last minute cancellation) Confirmation will include an orientation link Create registration form Manage registration Run reports and provide to HS 	OSUIT – we use our database to manage volunteer registrations and communications	
Reminder about orientation (you will use the registration contact list OSUIT provides)	HS	
Recruit volunteer interviewers <ul style="list-style-type: none"> OSUIT will send to our industry partners, faculty and staff, chambers of commerce HS can send to parents, school board members and administration, etc. 	HS OSUIT	
Create survey to gather feedback for continuous improvement	HS OSUIT can send out	
Thank you to interviewers and others who helped along with a survey	HS OSUIT	
Post Event Review	HS OSUIT	

