

## Career Services

### Mock Interview Procedures

#### **Students:**

Career Services offers 3 types of mock interviews: in-person, telephone, or [Skype](#). If you are interested in doing a mock interview with Career Services, you will need to do the following:

1. *Submit your resume and a job description to Career Services.*

You can either send your materials to [careers@astate.edu](mailto:careers@astate.edu) or physically bring them to Career Services. Make sure you include your name, ASU ID, and phone number.

2. *Schedule an appointment.*

Once your resume and job description have been received, Career Services will schedule an appointment time with you at least 48 hours after your materials have been received. Make sure you indicate which type of mock interview you want (in-person, telephone, or [Skype](#)). Do not delay in scheduling your mock interview as appointments fill quickly.

3. *Dress up.*

Dress as you would for your actual interview. For tips on how to dress, go to <http://www.howcast.com/videos/929-How-to-Dress-for-a-Job-Interview>.

If you have questions, contact Career Services at (870) 972-3025 or [careers@astate.edu](mailto:careers@astate.edu).