Career Services
Mock Interview Procedures

Instructors:
Career Services offers 3 types of mock interviews: in-person, telephone, or Skype. If you are interested in having Career Services conduct mock interviews for any of your classes, you will need to do the following:

1. Contact Career Services indicating your request.
   You can reach Career Services at (870) 972-3025 or careers@astate.edu. We are located on the 2nd floor, Suite 2167 of the Student Union.

2. Include the following information:
   A) Type of mock interview: in-person, telephone, or Skype.
   B) Class name, roster, due date, and number of students.

   * Please Note:
     a) Students must submit their resume and a job description at least 48 hours before their mock interview.
     b) Encourage your students not to procrastinate on this as appointment times fill quickly.
     c) Encourage your students to dress as they would for an 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.