



Use these guidelines and tips to help you prepare for your Mock Interview.

Guidelines: Step Up Expectations

- **WHAT TO WEAR:** Please dress for the occasion. We want you to feel confident and comfortable during these events. In Work Readiness Training you learned about the importance of dressing for a job. Consider dressing in “business casual” for the mock interview. This typically means skirt or slacks and a button-down shirt or blouse. Please open this [link](#) for local resources to help you “dress for success”.
- **WHERE TO BE:** Plan to use an indoor space with the least number of distractions to focus on your interview.
 - **INTERRUPTED? NO WORRIES!** If you do get interrupted by activity in your home, simply let your interviewer know you need to take a moment to refocus and then continue with the interview.
 - **HAVE NO PRIVATE SPACE?** Consider using the bathroom! Position yourself against a blank wall if possible (not on the toilet) and remind your household members to use the restroom beforehand so you aren’t disturbed during the interview.
- **BE PREPARED TO TALK ABOUT YOURSELF.** Follow this [link](#) to review questions you may be asked. The volunteer who will interview you at this event is part of the Twin Cities community and is invested in supporting your career goals.

Tips: Best Practices

- **PREP YOUR DEVICE:** If possible, set your device down on a flat surface to avoid moving around or covering the microphone while holding it.
- **WHAT ABOUT MY CAMERA?** If you have not been using your camera for school, we encourage you to get it set up to use for Step Up Mock Interviews and Intake Conversations. We understand the reasons to not have a camera on (including not having access to a working one). Try your best to have a working camera, and practice with it to be comfortable showing up on it!
- **NERVOUS? THAT’S OK!** You might be excited, nervous, anxious, or maybe even dreading this mock interview. That’s normal and okay! This is an opportunity for you to practice your skills in a low-stakes environment and learn from your experience. There is no way to “fail” at your mock interview!
- **WHILE YOU WAIT:** Be patient and try to keep an eye on the screen while you are in the waiting rooms for when you are invited into the breakout room! If you have questions or difficulty, please text 612-999-2772. This number is unable to receive phone calls.
- **DON’T UNDERSTAND?** During your interview, if you don’t understand a question, ask them: “can you phrase that another way?”

Please contact Step Up at stepupinfo@achievempls.org or **612-455-1541** with any questions.