

# PRACTICE INTERVIEW REQUEST

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Most interviews involve a combination of resume-based, behavioral, and “case-based” questions. We encourage you to meet with one of us to practice telling your story in the best possible way.

Bring the following to your practice interview (if available), which will last approximately 30 minutes:

- 1) Information provide by the employer, college, scholarship organization, etc. to help us know more about your official interview
- 2) A copy of your resume
- 3) A list of possible references (people who could speak on your behalf)
- 4) Pen and paper or a device for storing notes
- 5) Examples of any work/projects/etc. that showcase your talents
- 6) Questions you have about interviewing

*Answer the following questions to help us prepare you for your interview. We will need this form completed at least two weeks before your official interview.*

1. For what interview event are you preparing? (*Job? College scholarship? Leadership position? Honors programming?*) Please be as specific as possible.
  
2. When is this interview to take place? Please give a specific date, if possible.
  
3. What is your last possible date available to conduct a practice interview?
  
4. What are the three best times in your school day to complete a practice interview? (*E.g: A & P? 3<sup>rd</sup> period? before school?*)

Student Signature: \_\_\_\_\_