

Smile



Resume




Confidence



Attire and Dress



Questions



Thank You

**Explore.
Experience.
Achieve.**

**Enhancing Career
Development &
Exploratory Learning
Opportunities!**

**University of Dubuque
Office of Career Services
Office of Career Services**

**Enhancing Career Development &
Exploratory Learning Opportunities**
Main Office: 2nd Floor of Peters Commons
Satellite Office: Room 105 of the UD Library

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**University of Dubuque
Office of Career Services**




**Educational Mock
Interviews**



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The Importance of Mock Interviews



Preschedule

Educational networking and mock interview sessions are available through the Office of Career Services for UD Undergraduate and Graduate Students throughout the academic year.

Collaborative efforts are prescheduled for UD undergraduate and graduate students to sign-up for a scheduled on-campus networking and educational mock interview with a local professional. These opportunities are possible through the following partnerships: Office of Career Services, UD Academic Departments, local employers and representatives, local alumni, as well as, local retirees to assist UD students and provide educational mock interviews. These pre-planned interviews are provided from September—April on the college campus.

What is a mock interview?

A mock interview is a simulation interview. The mock interviews are conducted by local professionals. The mock interview is scheduled and conducted through the Office of Career Services.

Purpose

Mock interviews are to help students to prepare for an actual interview. The local professional provides the student with feedback on interview skills and a critique of the student's resume, including strengths and weaknesses. Mock interviews are also a great way to begin networking.

Registration

The registration process is very simple. UD Career Services provides a sign-up list of local professionals and times they will be on campus. Check with the Office of Career Services for a list of employers participating in mock interviews.

Helpful Interviewing Tips

- Research the business/company/organization before the interview
- Dress appropriately for the position you desire
- Greet the employer with a firm handshake
- Smile, make frequent eye contact, be polite, and relax
- Listen to the question carefully. Ask the interviewer to restate the question if you are confused
- Answer questions as directly as possible
- Be upbeat and make positive statements
- Use examples of how your skills and abilities would fit the job
- Practice Good Nonverbal Communication
- Make sure you are selling the product: You
- Use Appropriate Language
- Ask Questions
- Follow up with a Thank You note

Potential Mock Interviewers

American Trust	Audubon School
A.Y. McDonald Manufacturing Company	Dr. Tom Benda, retired physician
Betty Takes, retired nurse	Berry Plastics
Bryant School	Big Brothers, Big Sisters
Chamber of Commerce	Carver School
City of Dubuque, Leisure Services	Dr. John Chapman, retired physician
Clarity Clinic	City of Dubuque, Water Pollution Control Mgr.
Cindy Coleman	Cottingham & Butler
Crescent Electric	DAC
Darryl Bartz, retired principal	Department of Human Services
Design Mill	Diamond Jo Casino
Divine Word Seminary	Dubuque Bank & Trust
Dubuque Community Schools	Dubuque Community Y

Dubuque County Conservation	Dubuque County Extension Office
Dubuque Data Services	Dubuque Rescue Mission
Dubuque Internal Medicine	Dupaco
Dubuque Residential Facility	East Dubuque High School
Eagle Point	Eleanore Roosevelt Middle School
Eisenhower School	Finley Hospital
Envision Sports Designs	Fulton School
FHN Hospitals	Gary Dolphin—Voice of the Hawkeyes; US Bank
Four Oaks	Grant Regional Health
Galena Gazette	Green Dubuque, Raki Gianakouros
Genesis Health System	Hy-Vee
George Washington Middle School	Iowa Department of Economic Development
Hillcrest Family Services	Judy Miles, retired principal
Honkamp Krueger & Co.	Kennedy School
IBM	Kraft Foods
Iowa Workforce Development	Lutheran Services
John Deere	Maria House
Kendall Hunt Publishing Company	McCullough Creative
KWWL	Medical Associates
Dr. Ross Madden, retired physician	John Meyer, retired PE teacher/coach
McGraw Hill	Northwestern Mutual
Mercy Medical Center	Prudential
Mines of Spain	S4Carlisle
MTV Network	St. Columbkille's School
Project Concern	Telegraph Herald
Rite Hite	University of Iowa Hospitals
Sedgewick CMS	U.S. Bank
St. Mark's Community Center	Wahlert High School
The Gym	Worldcolor
University of Wisconsin Hospitals	
Dr. Jim White, retired physician	

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