

# PROFESSIONAL PORTFOLIO

## MILESTONE 5: MOCK INTERVIEW

Due date at the beginning of lab

### Purpose:

For the past few weeks, you've collected works to support your goals, prepared a resume, obtained a letter of recommendation, and made a plan for future education. Now comes the final milestone of this lab – the interview. You can assume interviewers are fully prepared to find out who you really are<sup>1</sup> and you must make a strong effort to outperform the competition<sup>2</sup>. Interviews can consist of any number of questions, but most questions come from a few basic questions: How will you add value? Will you fit in? Will you make the commitment?<sup>2</sup> Are you honest about your strengths and weaknesses?<sup>3</sup> Do you have ambitions or do you want an easy, steady job?<sup>3</sup>

In this milestone, you will be participating in a mock interview for a job as a software developer. It will be up to you to utilize your portfolio during your interview to prove you are the best candidate for the job.

### Objectives:

1. Gain the experience of a job interview
2. Learn to use your portfolio to impress an interviewer.

### Procedure:

#### I. Prepare for the Interview

Before the day of your interview, it is necessary to finalize your portfolio. You want your portfolio to portray you in the best possible way, so you will want your portfolio to highlight the best of you.

##### A) Included Works

- For each of your goals in your portfolio, place your best works at the top of the section. This work will be the first an interviewer sees, so make sure it's your best.

##### B) Letter of Recommendation

- Have your letter of recommendation available in the left pocket of your portfolio. If the interviewer suddenly asks for a reference, you will be ready to give one.

##### C) Resume

- Have your resume available in the left pocket of your portfolio in front of your letter of recommendation. If the interviewer wants to see a copy of your resume, you will be ready to give one.

##### D) Plan for Future Education

- For each goal you wrote a plan for, place your plan at the top of the section on top of your best work if necessary. Having a plan for unfinished goals can show an interviewer you can plan ahead.

E) Choose your Day

- Choose a day you would like to have your interview. A list of possible dates will be made available by your instructor, and the sooner you sign up the better. *Note, the date you pick for your interview will also be the **final due date for your portfolio lab.***

## II. The Interview

On the day you signed up for your interview, report to your instructor's office for your interview. The position you are applying for is a software development position, or other position you may denote, for company XYZ, but this interview will be a selection type interview where the instructor, or interviewer, will want to know more about you as a person. You will not know what exact questions the “interviewer” will ask, but here are some areas your interviewer may draw questions from:

- 1) What would you say are your greatest strengths? What are your weaknesses and how will you improve them?
- 2) How well do you work in a team?
- 3) What kind of salary do you think you deserve?
- 4) How did you handle the toughest decision you've ever had to make, personal or not?<sup>1</sup>
- 5) Are you taking any day or evening courses at the present time? Planning to do so in the future?<sup>2</sup>

Here is the grading criteria that will be used to grade your interview:

- 1) Do you speak clearly and concisely and answer the question?
- 2) Are you on time for your interview?
- 3) Do you maintain eye contact with the interviewer?
- 4) Do you remain professional and composed even when the interviewer appears hostile?
- 5) Do you use your portfolio to support your answers to questions?
- 6) Is your appearance professional?<sup>3</sup> (consider dress and neatness – no big deal for this interview, but remember it for a real one!<sup>3</sup>)

*Note, if you do not show up for your interview, **you will get a zero for this milestone.***

### **Deliverables:**

1. Your completed portfolio binder.
2. Participating in your interview.

### **Sources:**

1. Biegeleisen, J.I. Make Your Job Interview a Success Fourth Edition. New York, 1994.
2. Tullier, L. Michelle, Ph.D. Unofficial Guide to Landing a Job. Wiley Publishing, Inc. NJ, 2005.
3. Turner, Clark Savage. California Polytechnic State University. San Luis Obispo, 5/22/07.