



# CAREER CONNECTIONS CENTER

## Mock Interview Student Guide

### Finding the Mock Interview Tool:

1. Using CHROME as the web browser, log in to Career Center Job Platform Symplicity: <https://wlc-csm.symplicity.com/students>
2. Select the “Resources” tab.
3. Select “Mock Interview” from the featured tools.

The screenshot shows the Career Center Job Platform Symplicity website. The top navigation bar includes the West LA College logo, a search bar, and menu items for Jobs, Events, Employers, Resources (which is highlighted), and Appointments. Below the navigation bar, the page title is "Resources" with a subtitle: "Comprehensive tools, online resources, helpful links and more to help you get started or grow." The main content area is titled "Featured Tools" and displays six tool cards in a grid:

- Pathways:** Follow our step-by-step guide to career readiness. (Illustration: A person with a megaphone on a hill.)
- Document Library:** Explore and download useful learning resources. (Illustration: A person at a laptop with a calendar icon.)
- Mock Interview:** Practice interview skills and receive helpful feedback. (Illustration: Two people in a meeting with a pie chart.)
- Career Finder:** (Illustration: A person holding a puzzle piece.)
- Career Explorer:** (Illustration: Two people with lightbulbs, symbolizing ideas.)
- Alumni Network:** (Illustration: A world map with icons of people from various locations.)

4. Select one of the 3 mock interview options under the “Recommended Interviews” tab:

- **Beginner Level: Interview Practice**
  - This interview practice set is best suited for those new to interviewing for part-time or full-time employment. The questions are broad in nature and do not address any specific major or industry. It is similar to a screening video interview.
- **Internship Interview Practice**
  - This interview practice set is best suited for those preparing for internship interviews. The questions are broad in nature and do not address any specific major or industry.
- **Major-Specific Interview Practice**
  - Search through the list of major/industry specific pre-made interview sets (example: Information Technology). The questions included are those commonly asked by employers in the field you select.

\*NOTE: Most major/industries interviews have more than 1 pre-made interview for interviewers to choose from.

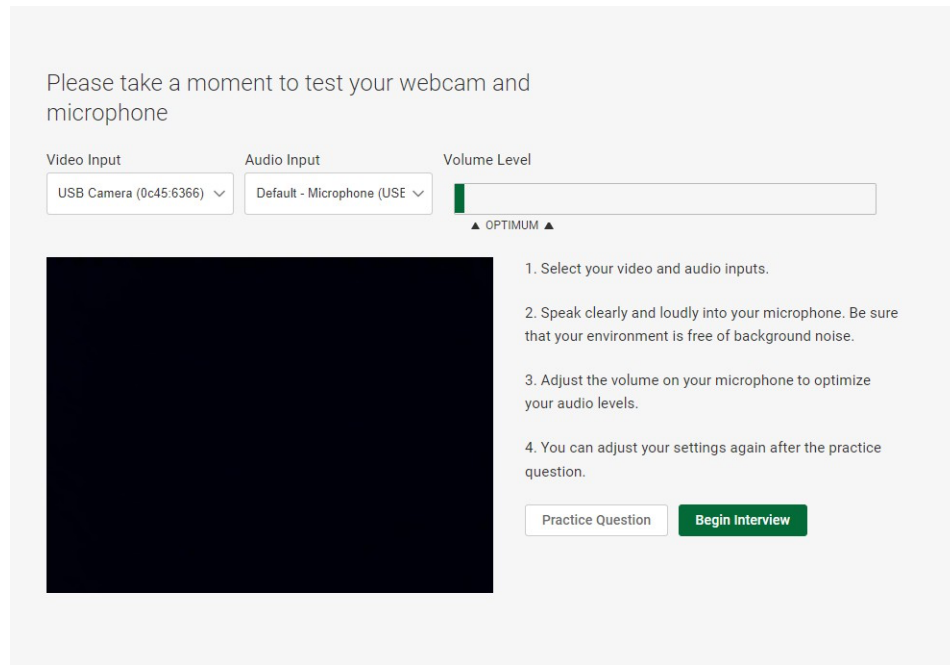
5. Select “Record New Attempt.”

The screenshot shows a web interface for 'Mock Interviews'. At the top, there is a breadcrumb trail: 'Home / Resources / Mock Interviews'. Below this, there are two tabs: 'Recommended Interviews' (which is active) and 'My Mock Interviews'. A blue informational banner states: 'You can either take a recommended interview below, or [Create New Mock Interview](#) on your own.' Below the banner is a search section with the label 'Keywords' and an empty text input field. Underneath the input field are two buttons: 'Search' and 'Clear'. The main content area is titled 'Applied Sciences'. Below this title, there is a placeholder for a user profile picture and the text 'You have not taken this interview yet.' At the bottom of this section is a button labeled 'Record New Attempt'.

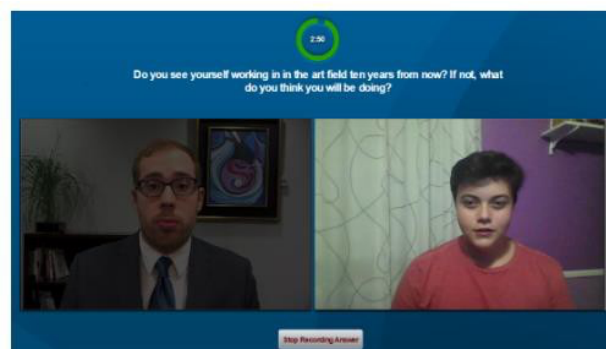
NOTE: Adobe is required to access the Mock Interview tool.

## Record Responses:

6. First check your Audio and Video Settings. Allow Career Connection to use your webcam and microphone. Adjust any settings necessary during the test.
7. After testing your webcam and microphone settings, practice a question.



8. Read the introduction for recording the interview response. You will have 30 seconds to prepare after each question plays. The response time will be limited to 2 minutes, but the user can stop recording to end sooner by pressing the red “Stop Recording” button.
9. The interviewer’s window will highlight when the question is being asked. The question will display on the top and the question number will show at the bottom. Your window will highlight during your response. The timer shows at the top of the screen.



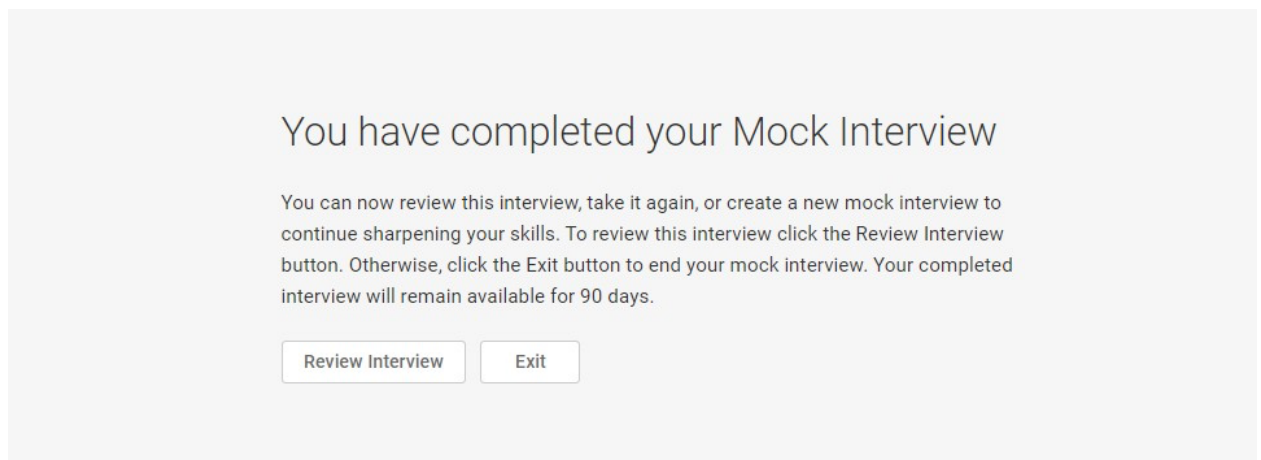
10. After the practice question, replay the response, retry, go back to the settings, or begin the mock interview. Read the introduction before the interview begins. Once the interview has started there is no pause or stop. Answer all interview questions. There is no feature to retry a single response or go back once the interview has started. After completing all the questions, review the interview, request feedback, or exit.

#### **Review the Interview:**

11. The review section of the mock interview allows the user to review the questions and answers. An interview session can be deleted, and a new attempt completed multiple times. This will not delete the created interview questions, only the attempt to respond.

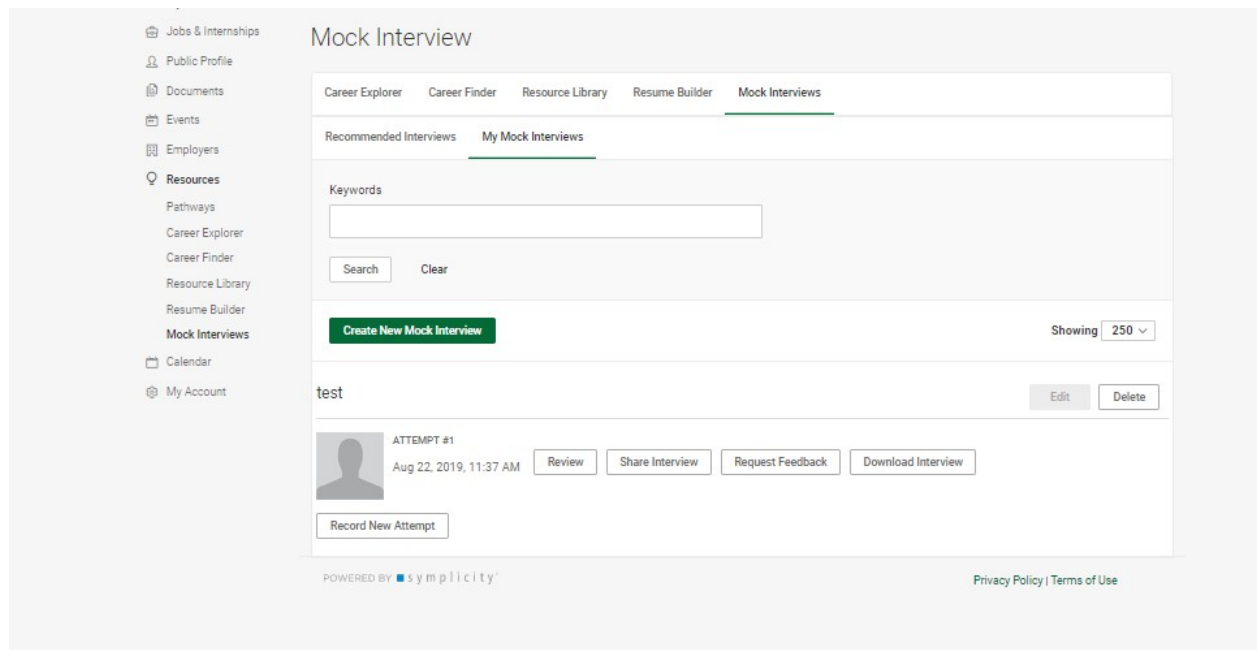
#### **Request Feedback:**

12. After answering all questions, you will be informed that you have completed your mock interview.



13. Select "Review Interview". This will allow you to watch the full interview you just completed so that you can self-assess.

14. Your completed interview will then be stored in the Mock Interview module of Career Connection, under “My Mock Interviews”.



15. You are now able to either share your interview with whomever you'd like, or request general feedback from a career counselor:

- To share with someone: click the **Share Interview** button to fill out the share form. Enter a passcode to ensure privacy. Click “Save Passcode” or “View The Link”. To share the interview, send the link and password to any person you would like to review your responses.
- To request feedback: click the **Request Feedback** button and a WLAC Career Staff will be notified that you are requesting a review of your mock interview. Please allow 4-5 business days for a response to your mock interview.

16. If you want to meet with a career staff to further discuss your mock interview feedback or any other career services-related questions, make an appointment by going to

<http://bit.ly/4kDhsXB>