

1. Setup and Environment

Ensure your interview setup mimics a real scenario:

- The room is quiet and free from distractions.
 - Lighting is adequate, and your face is well lit.
 - Your background is tidy and professional.
 - Devices (laptop, phone, mic) are fully charged or plugged in.
 - If someone is helping you, they're briefed with sample questions.
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2. Personal Presentation

Evaluate how you appear to an interviewer:

- Dress appropriately for the role you're targeting.
 - Ensure good grooming (hair, face, nails, etc.).
 - Sit upright with a relaxed posture.
 - Maintain steady, confident eye contact (look at the lens in virtual interviews).
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3. Communication Skills

Pay attention to how you speak and engage:

- Speak clearly and at a moderate pace.
 - Avoid filler words like "um," "you know," and "like."
 - Use professional and respectful language.
 - Listen actively and avoid interrupting.
 - Smile when appropriate and maintain natural facial expressions.
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4. Content of Your Answers

Make sure your responses are sharp and relevant:

- Start with a compelling "Tell me about yourself."
 - Use the STAR method to answer situational or behavioral questions.
 - Align answers with what's in your resume and the job description.
 - Be ready to talk about your strengths, weaknesses, and career goals.
 - Practice answering common and tough interview questions.
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5. Interview Etiquette

Act with professionalism from start to finish:

- Greet your interviewer politely and confidently.
 - In in-person interviews, wait to be invited before sitting.
 - Close the interview by thanking them for their time.
 - Ask thoughtful questions about the role or company.
 - Follow up with a brief thank-you email within 24 hours.
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6. Post-Mock Interview Reflection

Immediately after the mock, review your performance:

- What did I do well today?
- Where did I hesitate or feel unsure?
- What feedback did I receive from my mock interviewer?
- What specific things will I improve before the actual interview?