

How to sign up for a Mock Interview in BuffJobs

1. Log in to your **BuffJobs account**. If you need assistance getting logged in, please contact our office.
 2. Complete your registration in BuffJobs - including academic and demographic information. You must also check the box that you have read our privacy policy.
 3. **Upload a resume.** Because a strong resume is critical to your success in the job search process, Career Services reviews and critiques the first resume a student uploads. In addition, the professionals who will be interviewing you have requested a resume from participants in an effort to make your experience as close to the “real” thing as possible. The effectiveness of your resume will be critiqued by the professional with whom you are paired for the mock interview.
- Before you can proceed to register for the mock interview, your resume must be accepted into the system by our staff. This may take a day or two to happen.
4. Once your resume has been approved, log back in to BuffJobs and choose **Campus Interviews I Qualify For ...** from the front page of your BuffJobs account.
 5. At the bottom of this page there is a table of upcoming interviews. Locate the Mock Interview night you wish to participate in in the job title column and click on **Mock Interview - date** - where date is the date you wish to complete the Mock Interview.
 6. Select your time in the right column.
 7. You are now registered and will receive a reminder email approximately 1 week before your scheduled interview.



Mock Interview Guidelines:

- Arrive early for the mock interview
- Dress professionally (as if going to a REAL interview)
- Bring a copy of your resume to share with the interviewer
- Prepare for the interview by going through the WTAMU Career & Counseling Services' online interviewing workshop (at a minimum)
- Cancel as soon as you know you cannot attend but not within 24 hours of the actual interview time unless it is an emergency. If you must cancel within this 24 hour window, you will be required to write a letter of apology to be sent to the recruiter and meet with a career services staff member before you are allowed to sign up for another mock interview.

Feel free to contact **Kim Muller** if you have any questions about this process - 806.651.2345