

Instructions on Signing Up for a Mock Interview

To participate in a mock interview through West Texas A&M University's Office of Career and Professional Development (OCPD), students must follow these steps:

1. Complete a Resume Review Appointment

Before signing up for a mock interview, students are required to have their resume reviewed by a Career Adviser in OCPD.

- To set your appointment, log into your Career Connections account: <https://wtcareer.12twenty.com/login>
- Click into the Appointments tab on the left-hand side of the screen.
- You can filter by location (virtual or in-person), adviser, or by appointment type – You will want to choose Resume | Cover Letter Review.
- From there, you will be able to view our open appointment times. Select the day and time that works best for you.
- You will receive an email confirmation shortly after submitting your appointment request.

2. Sign Up for a Mock Interview

- After completing your Resume Review appointment, you will be able to sign up for your Mock Interview.
- Log into your Career Connections account: <https://wtcareer.12twenty.com/login>
- Click into the Events tab on the left-hand side of the screen.
- Type Mock Interview into the search bar and select the date you wish to sign up for.
- Click **Select Time Slot** next to the time that works best for you (be sure to make note of whether that time is virtual or in-person).
- Drop in your most up-to-date resume (this is what the interviewer will review) and click Continue.
- Click **Register**
- After you register, you will receive an email notification verifying your spot has been selected

Students will receive another confirmation/reminder email 2 business days prior to the interview.

4. Attend the Mock Interview

Mock interviews are conducted either via Zoom or in-person and last approximately 30 minutes:

- 15–20 minutes for the interview
- 10–15 minutes for feedback and evaluation
- Students will be emailed their individual feedback form within 24 to 48 hours

Fall 2025 Mock Interview Schedule

Mock Interview Date	Deadline to Sign Up
Thursday, October 2 nd	Tuesday, September 30 th @ 12 PM
Tuesday, October 28 th	Friday, October 24 th @ 12 PM
Wednesday, November 19 th	Monday, November 17 th @ 12 PM

Mock Interview Cancellation and Late Policy:

If you must cancel, please do so as soon as you know you cannot attend. Cancellations must be done *before* the afternoon/evening of your Mock Interview. No-shows may result in the loss of access to Career and Professional Development resources. Please plan to arrive (virtually or in-person) *at least* 5 minutes early. Late comers may not be allowed to participate in their scheduled Mock Interview.

Attire:

Dress is business casual or business professional. If you need professional clothing, feel free to schedule an appointment through Handshake to visit the Professional Clothing Closet.

Questions? Contact the Office of Career and Professional Development at 806.651.2345 | wtcareer@wtamu.edu | CC 113