

# Instructions on Signing Up for a Mock Interview

## STEP 1: Complete a Resume Review Appointment

**\*\*This step is REQUIRED – Students will not be able to sign up for a Mock Interview until this has been completed\*\***

- To set your appointment, log into your Career Connections account: [wtamu.edu/careerconnections](http://wtamu.edu/careerconnections)
- Click into the Appointments tab on the left-hand side of the screen.
- Select Resume | Cover Letter Review then choose a date/time/format (zoom or in-person).
- You will receive an email confirmation to your Buff email shortly after submitting your appointment request.

**Schedule your Resume Review appointment for *at least* one week prior to the Mock Interview sign up deadline. This gives you time to edit your resume before signing up for a Mock Interview (your interviewer will be scoring your final resume).**

## STEP 2: Update your Resume

- Make edits to your resume based on your Resume Review appointment.
- Upload your newest resume to the Application Materials tab on Career Connections.

## STEP 3: Sign up for a Mock Interview

- Click into the Events tab on the left-hand side of the screen in Career Connections.
- 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 from Career Connections verifying your spot has been selected.

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

## STEP 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 2026 Mock Interview Schedule

Mock Interview Date	Deadline to Sign Up
Thursday, October 8 <sup>th</sup>	Tuesday, October 6 <sup>th</sup> at 12 PM (noon)
Wednesday, October 28 <sup>th</sup>	Monday, October 26 <sup>th</sup> at 12 PM (noon)
Tuesday, November 17 <sup>th</sup>	Friday, November 13 <sup>th</sup> at 12 PM (noon)

### 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 Career Connections to visit the Professional Clothing Closet.

**Questions?** Contact the Office of Career and Professional Development at 806.651.2345 | [wtcareer@wtamu.edu](mailto:wtcareer@wtamu.edu) | CC 113