

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
- 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 th	Tuesday, October 6 th at 12 PM (noon)
Wednesday, October 21 st	Monday, October 19 th at 12 PM (noon)
Tuesday, November 17 th	Friday, November 13 th 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 | CC 113