

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 an OCPD staff member.

- As we are in between appointment scheduling systems, all appointments will need to be made over the phone. To set your appointment, please call our office at (806) 651-2345 or come by Classroom Center 113
- Once your appointment is scheduled, email your resume to wtcareer@wtamu.edu

2. Sign Up for a Mock Interview

- During your Resume Review appointment, our staff will help you select a Mock Interview date/time

3. Submit your Polished Resume

After your resume has been reviewed, you will need to update your resume prior to your mock interview date:

- Once your resume is ready to go for your Mock Interview, please email it to Sam Green at sgreen@wtamu.edu

4. Attend the Mock Interview

Mock interviews are conducted either via Zoom or in-person. Each session lasts 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.

Summer 2025 Mock Interview Schedule

Mock Interview Date	Deadline to Sign Up
Wednesday, June 25 th	Monday, June 23 rd @ 12 PM
Thursday, July 24 th	Tuesday, July 22 nd @ 12 PM
Tuesday, August 5 th	Friday, August 1 st @ 12 PM

Mock Interview Cancellation Policy:

If you must cancel, do so as soon as you know you cannot attend. Cancellations must be done *before* the afternoon/evening of your 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