

**JVS Career & Employment Services Volunteer Description
Mock Interviews of Clients**

Purpose: To provide a mock interview role play environment whereby clients can practice their physical and verbal presentation skills as they become ready for real job interviews. Mock interviews are job and industry specific. They are offered as soon as the client agrees to service to create an interview baseline from which both the client and the staff member can discuss methods for improvement. Follow-up interviews are offered to gauge improvement and to help prepare the client for actual interviews on the path to employment.

Site & Time:

- Online only: by appointment
- 2-3 hours per month

Traits

- Listening skills
- Understanding various job titles and responsibilities
- Being comfortable with role playing
- Providing constructive feedback of physical and verbal presentations
- Being able to analyze resume and job posting descriptions to determine appropriateness for mock interviews and actual job applications
- Ability to utilize computer technology to facilitate online interviews

Responsibilities

- Read client resume prior to mock interview to prepare for session
- Read client job description prior to mock interview
- Write up interview session analysis and submit to appropriate staff
- Take part in volunteer meetings called by program director

Key Interactions

Clients	Staff		
Outside employers	Volunteers		

If interested, please email: volunteers@jcfs.org

Updated: 6/7/23 – JB