



2022 NDYD MOCK INTERVIEW TOOLKIT

History of the NDYD Mock Interview Event

The annual National Deaf Youth Day, initiated in 2016, occurs every year on March 6th. In 2019, with a Starbucks grant, the National Association of the Deaf (NAD) began a mock interview event at various schools for the deaf. Since then, the NAD has expanded the National Deaf Youth Day mock interview event to more participating schools and Jr. NAD chapters.

In 2021, due to the Coronavirus Pandemic, the NAD pivoted to virtual mock interviews instead. This allowed many more students at schools across the country to participate. Because of this success, the NAD will continue to offer virtual mock interviews with corporations and our partners going forward on National Deaf Youth Day each year. Schools are welcome to join our National Deaf Youth Day mock interview process and/or host their own mock interviews in-person with local employers.

The next NDYD mock interview event will be on Friday, March 4th, 2022.

Purpose

The NDYD mock interview event is designed to prepare our deaf and hard of hearing youth for real-life interviews. Through this experience, students will polish their interview skills and be more ready for future interviews. Students will become familiar with and be able to respond to interview questions, engage with interviewers, and follow appropriate interview etiquette.

Students will be expected to prepare for their mock interview and be read for interviews by staff from real places of employment. At the end of the interview, the employer will provide feedback to the student on how they can improve their interviewing skills.

Virtual Format

The NAD will offer virtual mock interviews with staff from corporations. The companies and organizations that participated in the past have included: Apple, Communication Services for the Deaf, DawnSignPress, Deaf Community Services of San Diego, Facebook, Google, JPMorgan Chase, Mozzarella DC, National Deaf Center, Sorenson, Starbucks, and Uber.

The interviews will be done through a video conferencing platform (i.e. Zoom). Students will need to [sign up](#) by February 1st, 2022 if they want to participate.

The NAD will match students' employment interest and scheduling availability with appropriate employer(s). Students will get an interview confirmation a few weeks before the interview. To avoid no-shows, students must confirm they've received their interview confirmation email and confirm their slot(s).

In-Person Format

If your school will like to host your own in-person mock interview day, go for it! You can contact local employers to see if they can come to your school and interview your students. We encourage you to also contact local **deaf** businesses/ organizations to participate. Your school/Jr. NAD chapter's selected coordinator can decide on the format of the interviews. Past approaches that previous participating schools did include:

One on One

The student and an employer will have a one-one interview in either a private room or at an open location (i.e. library).

Panel

The student will be interviewed by several employers on a panel. The employers can be from the same company or from different companies. This interview can take place in a private room or at an open location.

Assembly Style

The student will be interviewed by a panel in front of an audience (other students). After the interview, the panelist will provide feedback on the spot and share it with the audience. The audience will be able to ask questions after the interview.

VRS/ Zoom

If an employer is not able to attend in-person, students can experience having a Zoom or phone interview- either directly with a deaf interviewer or a hearing interviewer with a video relay interpreter or staff interpreter.

Other Add-Ons:

Your school can also provide additional features to enhance the NDYD mock interview experience with these add-ons:

Resume Development Session

Some participating locations have provided a resume development session. You can schedule this in advance of the mock interview event with your school/chapter's staff and help students to prepare for their interviews. The alternative is to include this session during your mock interview event. If possible, you can ask your employers to see if they are interested in working with the students' resume and have them provide feedback.

Opening Panel/ Introduction

Some locations included an introductory opener where the employers will introduce themselves and discuss what they do. Some may have time for a panel where employers can share tips before the interviews begin. This is not required but recommended.

Participation

If your school has a Jr. NAD chapter, your Jr. NAD members should be involved in this event. One idea is for the Jr. NAD chapter to host the event! This should be considered as one of the Jr. NAD chapter's activities. Other students are also able to participate in this event. Please feel free to collaborate with your career preparation or transition office to make this event successful.

Preparation

Please be sure to have your students come prepared for the interviews. Some tips:

- Research the company/organization you will have an interview with
- Have a resume available
- Wear nice clothes
- Add appointment time to your calendar (and pay attention to the time zone!)
- Be early for the appointment!

If students are doing interviews virtually, please be sure that the students are in a room (and not in a moving place, ie. a car). Be mindful of the students' surroundings, and encourage them to avoid having a busy background if possible. Make sure the students are comfortable with the videoconferencing platform being used.

Employers

The NAD will be responsible to contact corporate employers for the NDYD virtual mock interviews. Each schools should contact local employers to join their own in-person mock interview event if they choose to host one. We encourage you to reach out to local businesses and organizations with different types of employers (hearing and deaf owned).

If an employer from one of the corporations is available to attend your in-person event, we can provide assistance! Please note that the availability of the corporate employers are not guaranteed. It also depends on the availability of people from the corporations near your locations. Schools in larger cities may have more corporations available to send interviewers to in-person interviews than those in smaller cities.

Rubric

The NAD will provide a rubric for the interviewers to fill out and share with the students to let them know how they did during the interviews. We encourage the interviewers to fill out the form right after each interview. It is also a bonus if the interviewer can review the rubric with the student after the interview.

The rubric is a fillable PDF which can be either filled out online or printed (see page 6.)

Other Things to Consider

Schedule

National Deaf Youth Day is generally on March 6th. If March 6th is on a Friday or during the weekend, adjustments are usually made. Please communicate with the NAD Director of Youth Programs on the best date that fits your group (if you are planning an in-person event).

You may schedule this event as an all day event (8a - 3p) or within a two-three hours block. Schedule varies by location, depending on school activities scheduled that day. It is best to determine the date/ time in advance.

If you are planning an all-day in-person event, we recommend providing lunch to the interviewers or give them a longer break for them to have their lunch.

Interpreting

The virtual interviews should have interpreters for anyone who needs accommodations. If accommodations are needed, your school/ chapter is expected to provide interpreters for the in-person events. If your school/ chapter is not able to provide interpreters, you can try asking the employers if they can send their own interpreter.

Photographer/ Media Release

We would love to feature your school chapter photos of your NDYD mock interview event on our social media! Please ensure that you have a photographer (staff or student) take photos during the event. Please share the high-resolution photos with us after the event.

Before sharing the photos, please check with your school's media policy if you are allowed to share photos of the students with the NAD. Please have your students and their family/guardians sign the [NAD media release form online](#) (Please ask if you need a Spanish version).

Post-Event

After the event, please have your students fill out the online survey provided by the NAD Youth Programs. Each student that submits a survey entry will be entered into a raffle to win a gift card or raffle prizes provided by the NAD.

We also encourage you to write thank you letters to the employers and their staff who did the interviews for participating in the event and hope they will return again next year.

Lastly, please share the photos with the NAD Youth Programs and/or on your social media!

Suggested Checklist for In-Person Event

- Identify date/ time
- Secure location(s)
- Invite local employers
- Develop a flyer to share (optional)
- Encourage your students to sign up
- Secure interpreters (if applicable)
- Ensure all technological needs are arranged (especially if you are providing iPads or wifi)
- Set guest entry for WiFi (if applicable)
- Set agenda/schedule
- Send out schedule, expectations, parking and check-in information with interviewers
- Have students fill out the survey after the event
- Send thank you letters after the event



Mock Interviews Rubric (For Employers to Fill Out)

Employer Name: _____

Company: _____

Student Name: _____

Your first impression of the student

| | Not so great | Needs improvement | Okay | Good | Excellent! |
|--------------------------------|--------------|-------------------|------|------|------------|
| Was on time | | | | | |
| Dressed appropriately | | | | | |
| Was confident | | | | | |
| Was friendly and engaged well | | | | | |
| Was prepared for the interview | | | | | |

Additional comments: _____

During the interview, the student

| | Not so great | Needs improvement | Okay | Good | Excellent! |
|---|--------------|-------------------|------|------|------------|
| Answered each question clearly | | | | | |
| Included examples in their answer | | | | | |
| "Sold" their skills | | | | | |
| Demonstrate excellent knowledge about the job they are applying for | | | | | |

Additional comments: _____



The student's communication skills

| | Not so great | Needs improvement | Okay | Good | Excellent! |
|--|--------------|-------------------|------|------|------------|
| Maintained good posture | | | | | |
| Took appropriate time to respond to your questions | | | | | |

Additional comments: _____

As soon as the interview finished, the student

| | Not so great | Needs improvement | Okay | Good | Excellent! |
|---------------------------|--------------|-------------------|------|------|------------|
| Thanked for your time | | | | | |
| Asked follow-up questions | | | | | |

Additional comments: _____

If you could, would you hire this student? Explain why or why not: _____

