

Mock Interview and Follow-Up Record

NAME _____ DATE _____ PERIOD _____

Simulation Route and Boundary

Use Jordan Rivera and the fictional Pecan Creek posting. Do not disclose personal information, real work history, reference contacts, family information, protected/private topics, or send any message.

Keep one prepared **CCE Six-Weeks Evidence Log** example open as a source, or use Jordan. Do not submit the log or earlier artifacts again.

My route: **paired live / small group / teacher conference / private recording / AAC**

Collection: Recorded route uploads this completed record and private audio/video together. Live, conference, or AAC route submits this record while the teacher completes the **Day 5 Interview Evidence Checkoff**. Text or media alone is incomplete.

Word bank: interviewee/entrevistado · interviewer/entrevistador · follow-up/seguimiento · revision/revisión · thank-you/agradecimiento

Opening/close model: “Hello. I’m Jordan. I’m here to discuss the office assistant role. Thank you for meeting with me.” / “Thank you for your time. What is the next step in your process?” Use speech, AAC, text-to-speech, an interpreter, or private conference; no handshake, eye contact, camera, or one body or speech style is required.

1. Interviewee Evidence - Round 1

Question answered: _____

Situation or task:

Action:

Result or reflection:

One evidence detail the listener should hear:

2. Interviewer Evidence - Round 1

Question asked: _____

Neutral evidence notes:

Relevant follow-up:

Why the follow-up helps assess the job evidence:

One interviewer strength and one exact revision:

3. Feedback to Apply

Specific strength: _____

Specific change: _____

4. Round 2 Revision Evidence

Role and question: _____

Use the frame: **I changed [specific response move] after [feedback]. The change helped because [effect].**

Evidence from the second round:

What improved in relevance, organization, accuracy, listening, or response:

5. Interview Preparation Check

One workplace, task, safety, format, technology, or access decision that supported the interview:

6. Final Fictional Thank-You Note

A real thank-you note is usually brief and sent through an authorized route soon after the interview. This classroom note is not sent.

Include a specific thanks or interview detail, one relevant qualification or interest, and a courteous close.

- ☐ Brief, specific, accurate, and courteous.
- ☐ No new unsupported claim, pressure, or repeated contact.
- ☐ No real address or contact data.
- ☐ Not sent.

7. Portfolio Consistency Check

One inconsistency or privacy risk I fixed across the posting screen, letter, application, references, interview, or thank-you note:

One revision I would make before a real future application with a trusted adult:
