

Interview Assignment: Nailing the Interview

Asynchronous Option:

This is a three-part assignment that can be done in one session or over multiple sessions.

The purpose is to develop students' interviewing skills while strengthening their professional communication, career readiness, AI fluency, and confidence. Throughout this assignment, students will develop skills that align with the Islander Career Competencies that employers value in the workplace while identifying areas for continued growth.

Students will use Quinncia, our AI review tool, to assist in this assignment. It is found on the Career Center website and students use their Islander credentials to log in: <https://quinncia.io/access>

Instructors, please edit as you see fit for your course or student population.

Islander Career Competencies Include:

- **Career Navigation & Growth:** Through self-assessment and reflection, students will identify strengths and develop an action plan to improve interview performance for future internships, jobs, or graduate school opportunities.
- **Digital & AI Fluency:** While demonstrating the use of Quinncia and other AI tools, students will receive feedback and work to improve interview performance.
- **Communication & Professional Presence:** Throughout this assignment students will practice answering interview questions clearly & professionally while demonstrating appropriate interview etiquette and following up with a "thank you" email.
- **Critical Thinking & Adaptability:** Students will analyze interview questions, prepare, respond thoughtfully during the interview, and reflect on feedback.
- **Professionalism & Accountability:** Students will demonstrate these skills through each stage of this assignment including preparation, punctuality, appropriate interview attire, respectful communication, and completion of high-quality application materials.

Learning Objectives:

- Students will understand the importance of preparation and follow-up in the interview process.
- Students will learn to communicate how their experiences make them qualified for the position and will learn to apply feedback to improve their interview performance.
- Students will learn how to use AI platforms to prepare for interviews and improve their interviewing skills.

Part 1: Prepare for the Interview

1. Update & submit a resume for feedback
 - Use Handshake or Quinncia AI review tools – both can be found on the Career Center website
 - Use your student credentials to log in
 - <https://tamucc.joinhandshake.com/login>
 - <https://quinncia.io/access>
2. Research and save a job or internship description of interest (or one provided by the instructor) so you will have a targeted position for your interview
3. Write responses to at least 3 common interview questions for your position (refer to: How to prompt AI for practice interview questions resource below)

Part 2: Participate in a Mock Interview

1. Students will complete a 15-20 minute mock interview with [Quinncia](#)
 - Log in to Quinncia and schedule a virtual interview – if you have not done so already, you will have to upload a resume in Quinncia in order to activate your account
 - The interview analysis report from Quinncia will be required for submission. The pdf of your report is located at the bottom of your analysis report.
 - While you are waiting for your interview, read the interview tips and view the video to help you improve your answers.
- a. During the interview demonstrate:
 - Professional communication
 - Appropriate interview etiquette
 - Clear & thoughtful responses
 - Professional appearance
2. Create a ‘thank you’ email that you would send to an employer post interview.
 - a. This would include:
 - Gratitude for the opportunity
 - Possibly an inquiry about next steps for the application process?

Part 3: Reflection

1. Students will write 2-3 sentences per question addressing the following:
 - What did you do well during the interview?
 - What feedback did you receive?
 - What is one skill you would like to improve before your next interview?
 - How did this experience impact your perception of interviewing?

Part 4: Assignment Submission

1. Students will submit the following items:
 - Part 1. Prepare for the Interview: (Updated Resume, Job Posting, 3 Interview Responses)- 15 points
 - Part 2. Participate in a Mock Interview: Quinncia analysis report- 15 points; Thank you Email- 5 points
 - Part 3. Reflection: Responses to the 4 reflection questions- 15 points
 - Total: 50 points

In-class Assignment version: Role Playing Mock Interviews

This is a four-part activity that can be done in one session or over multiple sessions.

The purpose of these activities is to help students build skills and confidence needed for future internships, jobs, and graduate school interviews. Students will prepare a professional resume, participate in a mock interview with peers, provide constructive peer feedback, and reflect on their performance. Throughout this assignment, students will strengthen and develop skills that align with the Islander Career Competencies that employers value in the workplace while identifying areas for continued growth.

Islander Career Competencies:

- **Professionalism & Accountability:** Modeled through resume, interview attire, personal presentation in an interview, communication/peer feedback, and is consistently required throughout this assignment.
- **Communication & Professional Presence:** Strengthened through verbal, written, and nonverbal communication in this assignment including responses to interview questions, practicing professional interview etiquette, active listening, providing peer feedback, and presenting themselves with confidence.
- **Career Navigation & Growth:** Connecting their skills, experiences, and career goals to a job or internship by preparing application materials, practicing interview responses, and reflecting on areas for continued professional growth.
- **Critical Thinking & Adaptability:** Analyzing interview questions to organize thoughtful responses based on their experiences and use feedback to improve future interview performance.
- **Collaboration & Relationship Building:** Collaboratively work by rotating through the roles of interviewer, interviewee and observer, demonstrating active listening, respect, cooperation, and constructive feedback that supports the success of their peers
- **Digital & AI Fluency:** Utilizing Quinnia, AI tools, and career resources for interview preparation while using digital technologies responsibly and professionally.

Objectives:

- Students will understand the importance of preparation and professionalism in the interview process.
- Student will learn to communicate professionally and provide peer feedback while using feedback from others to improve their interviewing skills.
- Students will learn how to use AI platforms to prepare for interviews and improve their interviewing skills.
- Students will reflect on strengths and areas for professional growth.

In-class Assignment version: Role Playing Mock Interviews

Part 1: Preparation (Before Class)

1. Prior to class activity, students will:
 - Prepare a one-page resume (using Quinncia, Handshake and/or Career Center resources)
 - Plan to dress in business casual or professional attire (visit Izzy's closet if needed)
 - Review common interview questions (refer to: How to prompt AI for practice interview questions resource below)
 - Select one job or internship posting related to their major or career interests

Part 2. Mock Interview, In-Class Activity

1. Students will work in groups of 3 while each student rotates through the roles of:
 - Interviewer
 - Interviewee
 - Observer/Evaluator
2. This will take approx. 10 minutes per student rotation (can be adjusted based on class time)
3. The interviewer asks 4-5 questions (depending on class time) such as:
 - Tell me about yourself.
 - Why are you interested in this position?
 - Describe a time you worked through a challenge.
 - Tell me about a mistake you made and what you learned.
 - Why should we hire you over other candidates?
4. Peer Feedback (5 minutes)
 - The observer & interviewer provide feedback:
 - What went well?
 - Where would you suggest improvement?
5. Reflection Questions

After the interview, answer the following questions (2-3 sentences each)

1. What interview question was most challenging? Why?
2. What feedback did you receive from your peers?
3. What is one specific action you will take before your next interview? Why?

Part 3: Assignment Submission

1. Students will submit the following:
 - Prepare for the Interview (resume, job posting)- 15 points
 - Interview participation- 15 points
 - Peer evaluation participation- 5 points
 - Reflection- 15 points
 - Total = 50 points

Instructor/Observer/Evaluator Notes:

As students interview evaluate whether they:

4. Use the STAR Method (Situation, Task, Action, Result).
5. Maintain eye contact and positive body language.
6. Ask thoughtful questions at the end of the interview.
7. Connect classroom experiences to workplace skills.
8. Demonstrate confidence, professionalism, and self-awareness.

Prompting AI for Interview Questions

AI is an excellent resource for 24/7 assistance with interview practice.

Full-time job:

Prompt your preferred AI platform (e.g., ChatGPT, Gemini, Claude):

Please provide the 10 most likely interview questions for a [job position name] with [company name]. Here is the “job posting/ description” [insert job posting]and give me feedback on my answers.

Internship:

Prompt your preferred AI platform:

Please provide sample interview questions for an [internship position] with [company name]. Here is the “internship description/ posting” [insert internship description] and give me feedback on my answers.

Graduate school:

Prompt your preferred AI platform:

Please create the top 10 most likely interview questions for [graduate school program]. Here are some “program details” [insert program description] and give me feedback on my answers.

Continue Learning with the Career & Professional Development Center

Enjoy these activities? Below are a few resources you can utilize to support resume development, career exploration, graduate school prep, and developing interview skills!

Quinnia [\[Link Here\]](#) * Use your student email to access.

Provides an AI Resume, Mock Interview, Elevator Pitch, and LinkedIn Profile Review.

- Gives thorough feedback and recommendations for changes.
- Like an Applicant Tracking Systems (ATS) which is an AI tool companies use to filter through resumes quickly.
- Helps prepare for interviews at your convenience.

Handshake [\[Link Here\]](#) * Use your student email to access.

- Provides an AI resume review and rewrite feature.
- Connects with internships and jobs both on and off campus.
- Handshake is a way to connect with your career counselor and schedule appointments.

Career Assistance Drop-ins: Career Corner (UC 108)

Hours subject to change due to holidays, staffing, and semester.

Monday through Thursday

- *Spring & Fall:* 10am – 6pm
- *Summer:* 10am – 5pm

Friday

- *Spring & Fall:* 10am – 2pm
- *Summer:* 10am – 2pm

Virtual Drop-In Day

- *Check I-Engage for dates and times.*

Career Counselors

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