



**CARITAS Works**  
**Mock Interviewer**  
*(Pretend You are Hiring our Candidates)*

<b>Supervisor</b>	Director of Operations
<b>Contact:</b>	<a href="mailto:works@caritasva.org">works@caritasva.org</a>
<b>Hours:</b>	1-4 times per quarter. Typical schedule will be between the hours of 9:00 a.m. – 1:00 p.m. Wednesdays & Thursdays.
<b>Benefits:</b>	Help our students prepare for a real world job interview. Support and contribute to the success of the CARITAS mission. Satisfaction of knowing you are helping to contribute to the solution of homelessness in Richmond.
<b>Qualifications:</b>	Background as a hiring manager. Ability to evaluate candidate's job interviewing readiness. Ability to participate in mock interview sessions.
<b>Responsibilities:</b>	Arrive on time for scheduled training/session. Meet with/interview assigned students. Fill out assessment sheet and turn in to coordinator. Provide feedback to students as directed.

**Before our students are declared "Job Ready," they must complete at least 3 Mock Interviews at the "Hire" rating. It is our goal to make these mock interview sessions feel as "real" as possible so that students will have a chance to practice answering questions about their backgrounds and skills. Your presence and professionalism in the interview process, as well as your candid and caring feedback at the conclusion, will help our students gain the experience and confidence they need to ace a real interview and "Get the Job."**

**[www.caritassva.org](http://www.caritassva.org)**