



Volunteer Job Description

Mock Job Interview and Resume Workshop

Mock employment interviews help BDI job candidates prepare for the next step of their careers – successfully obtaining meaningful employment in the competitive job market. Participating in mock interviews allows clients to build confidence as they prepare for the interview process. Volunteers are a critical piece of the process; by having volunteers conduct interviews, as opposed to BDI staff, we provide a more realistic experience for job candidates.

This is a two-hour volunteer opportunity hosted at BDI. BDI staff will be available to answer questions, supervise clients, and support volunteers.

Job Description

- Meet individually with BDI clients to review resumes based on criteria provided by BDI.
- Provide feedback to clients and suggest specific steps for strengthening resumes.
- Conduct mock job interviews based on questions provided by BDI.
- Provide feedback to clients on their interview performance based on criteria provided by BDI.
- Provide feedback to BDI staff on clients' overall readiness to participate in interviews with prospective employers.
- Complete a survey evaluating volunteer experience with recommendations for improving opportunities or future volunteers and/or clients.