

INTERVIEWER\_\_\_\_\_

INTERVIEWEE\_\_\_\_\_

## MOCK INTERVIEW CHECKLIST

NOW THAT YOU KNOW SOME TIPS TO SUCCEED IN AN INTERVIEW, LET’S SEE HOW MANY OF THE SKILLS YOU CAN INSERT INTO OUR “MOCK INTERVIEW”. THE INSTRUCTOR, YOUR INTERVIEW PARTNER, OR THE CLASS WILL OBSERVE THE INTERVIEW AND RATE THE FOLLOWING:

	YES OR NO
1. OPENED THE INTERVIEW APPROPRIATELY. (THANKED INTERVIEWER FOR MEETING WITH HIM OR HER, WHILE STATING EMPLOYER’S NAME, OWN NAME, AND WHY HE OR SHE IS THERE)	
2. APPEARED FRIENDLY AND COURTEOUS.	
3. ANSWERED QUESTIONS BY USING SUCCESS STORIES OR EXAMPLES (PROOF) OF SKILLS FOR THE JOB.	
4. MAINTAINED GOOD EYE CONTACT AND GOOD POSTURE.	
5. HIGHLIGHT FACTS, FIGURES, AND ACCOMPLISHMENTS OF YOUR PAST WITH SPECIFIC LANGUAGE.	
6. AVOIDED “ANNOYING” MANNERISMS (BITING NAILS, FIDGETING IN SEAT, TWISTING HAIR, LOOKING AT PHONE, JINGLING COINS OR KEYS IN POCKET).	
7. SPOKE CLEARLY AND AVOIDED SLANG OR “FILLERS” (UMM... LIKE.... YOU KNOW.)	
8. ASKED THE EMPLOYER QUESTIONS ABOUT THE JOB.	
9. CONCLUDED THE INTERVIEW WITH A SUMMARY OF KEY POINTS.	
10. THANKED THE INTERVIEWER(S) FOR THEIR TIME AND CONSIDERATION (IF SOCIAL SITUATION PERMITS, SHAKE THE HANDS OF THE INTERVIEWERS)	
11. ASKED WHEN TO CALL TO LEARN OF THE EMPLOYER’S DECISION.	

## PRACTICE INTERVIEW SCRIPT FOR AN EMPLOYER/JOB APPLICANT

### TEACHER NOTES

1. Give each student a copy of the Interview Questions and Ten Commonly Asked Interview Questions and Tips on How to Answer handouts. They can review the tips for answering the questions and then complete the handout with the questions on how they would answer for the interview.
2. Ask a student to play the employer's role and the instructor will play the applicant. Demonstrate with the students how to give a firm handshake. Have students practice handshakes with a classmate.
3. On the first interview, model inappropriate responses such as complaining about the a past employer or about how your day is going. Refer to the Don'ts in an interview and use those as well. You may even want to wear some "inappropriate" clothes for the interview. Students will see visually how a "bad" interview looks. On the second interview, model good interview skills. Next let the students role-play the role of employer and applicant until all students have a chance to practice an interview.
4. Give students the *Mock Interview Script* and allow them to choose a partner to practice with. Instruct each student to pick a job they will be applying for and fill it in on their own script. Then, switch scripts with their partner so their partner can choose the 5 questions they would like to ask when they interview their partner.

## **MOCK INTERVIEW SCRIPT:**

**APPLICANT:** ENTER CONFIDENTLY AND WALK UP TO THE EMPLOYER.

**EMPLOYER:** HELLO, CAN I HELP YOU?

**APPLICANT:** MR. /MS. \_\_\_\_\_, MY NAME IS \_\_\_\_\_ AND I AM

HERE TO INTERVIEW FOR THE POSITION OF \_\_\_\_\_.

**EMPLOYER:** YES, (APPLICANT'S NAME) \_\_\_\_\_, PLEASE HAVE A SEAT AT THE TABLE. DID YOU HAVE ANY TROUBLE FINDING THE OFFICE OR PARKING?

**THE APPLICANT RESPONDS APPROPRIATELY.**

**EMPLOYER:** WHY ARE YOU INTERESTED IN WORKING FOR OUR COMPANY? (INTERVIEWER SELECT 5 ADDITIONAL QUESTIONS FROM INTERVIEW QUESTIONS) FOR EACH QUESTION, ASK FOLLOWUP QUESTIONS WHERE APPLICABLE.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**EMPLOYER:** WELL, (APPLICANT'S NAME) \_\_\_\_\_, I BELIEVE I HAVE ALL THE INFORMATION I NEED. DO YOU HAVE ANY QUESTIONS FOR ME?

**APPLICANT RESPONDS WITH QUESTIONS FOR THE EMPLOYER.**

FOR EXAMPLE,

- ARE UNIFORMS REQUIRED (ONLY ASK IF APPLICABLE TO THE TYPE OF WORK YOU WILL BE DOING)
  - IF SO, DOES THE EMPLOYEE PAY FOR THEM OR ARE THEY PROVIDED?
- IS THERE A DRESS CODE?
- WHAT ARE THE WORK HOURS?
- DO YOU WORK ON WEEKENDS?

**EMPLOYER:** ANSWER QUESTIONS — WHEN A NATURAL PAUSE HAPPENS ASK IF THE INTERVIEWEE HAS ANY ADDITIONAL QUESTIONS. STOP HERE TO SEE HOW THE APPLICANT USES HIS OR HER SKILLS TO CLOSE THE INTERVIEW.

## COMMON INTERVIEW QUESTIONS

PRACTICE ANSWERING EACH OF THE FOLLOWING COMMON INTERVIEW QUESTIONS TO PREPARE FOR YOUR MOCK INTERVIEW. TAKE NOTES TO HELP GUIDE YOUR ANSWERS.

1. TELL ME ABOUT YOURSELF.
2. HOW DID YOU HEAR ABOUT THIS POSITION?
3. WHY DO YOU THINK YOU ARE A GREAT FIT FOR THIS POSITION?
4. WHAT IS YOUR GREATEST STRENGTH?
5. CAN YOU DESCRIBE A SITUATION IN YOUR PAST WHERE YOU LEARNED FROM A MISTAKE?
6. TELL ME ABOUT A CONFLICT OR CHALLENGE YOU HAVE FACED AT WORK AND HOW YOU DEALT WITH IT.
7. IS THERE ANYTHING YOU WOULD LIKE TO IMPROVE ABOUT YOURSELF?
8. TELL ME ABOUT A TIME YOU DISAGREED WITH A DECISION MADE AT WORK. HOW DID YOU DEAL WITH IT?
9. TELL ME ABOUT A TIME YOU DEMONSTRATED LEADERSHIP SKILLS.
10. WHAT IS THE MOST IMPORTANT THING YOU ARE LOOKING FOR IN A JOB?
11. WHAT ARE YOUR CAREER GOALS?
12. WHAT MOTIVATES YOU?
13. WHY WOULD YOU LIKE TO WORK FOR US?
14. WHY SHOULD WE HIRE YOU?

# DOs AND DO NOTs OF JOB INTERVIEWING

## DO

1. DRESS APPROPRIATELY
2. PAY ATTENTION TO YOUR PERSONAL GROOMING AND CLEANLINESS.
3. KNOW THE EXACT TIME AND LOCATION FOR YOUR INTERVIEW.
4. ARRIVE EARLY; AT LEAST 10 MINUTES PRIOR TO THE INTERVIEW START TIME.
5. TREAT ALL PEOPLE YOU ENCOUNTER WITH COURTESY AND RESPECT. ADMINISTRATIVE ASSISTANTS AND RECEPTIONISTS ALSO HAVE FIRST IMPRESSIONS AND FREQUENTLY SHARE THEIR OPINIONS WITH THE INTERVIEWERS.
6. OFFER A FIRM HANDSHAKE IF APPROPRIATE — **NOTE:** WITH THE IMPACT OF THE PANDEMIC MOVE FORWARD WITH CAUTION AND FOLLOW THE PHYSICAL DISTANCING GUIDELINES. IT'S APPROPRIATE TO BE PROACTIVE BY ASKING, "SINCE MANY PEOPLE DON'T FEEL COMFORTABLE OR SAFE SHAKING HANDS CURRENTLY, DOES YOUR COMPANY HAVE A PREFERRED ALTERNATIVE?"
7. SHOW A POSITIVE ATTITUDE DURING THE INTERVIEW.
8. MAINTAIN GOOD EYE CONTACT DURING THE INTERVIEW.
9. RESPOND TO QUESTIONS AND BACK UP YOUR STATEMENTS ABOUT YOURSELF WITH SPECIFIC EXAMPLES WHENEVER POSSIBLE.
10. ASK FOR CLARIFICATION IF YOU DON'T UNDERSTAND A QUESTION.
11. BE THOROUGH IN YOUR RESPONSES BUT DON'T RAMBLE ON FOREVER. BE CONCISE IN YOUR WORDING.
12. BE HONEST AND BE YOURSELF. DISHONESTY GETS DISCOVERED.
13. EXHIBIT A POSITIVE ATTITUDE. THE INTERVIEWER IS EVALUATING YOU AS A POTENTIAL COWORKER.
14. HAVE INTELLIGENT QUESTIONS PREPARED TO ASK THE INTERVIEWER. THE INTERVIEW CAN BE A TWO-WAY STREET. YOU CAN ASK WHAT KIND OF EMPLOYEE THEY ARE LOOKING FOR AND RETURN WITH AN EXPLANATION OF HOW YOU FIT THAT DESCRIPTION.

## Do Not

1. WEAR CLOTHING THAT WILL DETRACT FROM YOUR SKILLS — THERE'S A TIME AND PLACE FOR EVERYTHING. KEEP YOUR CLOTHING CONSISTENT WITH THE ROLE YOU ARE BEING HIRED FOR.
2. MAKE NEGATIVE COMMENTS ABOUT PREVIOUS EMPLOYERS OR OTHERS.
3. FALSIFY APPLICATION MATERIALS OR ANSWERS TO INTERVIEW QUESTIONS.
4. ARRIVE LATE.
5. GIVE THE IMPRESSION YOU ARE ONLY INTERESTED IN SALARY; DON'T ASK ABOUT SALARY AND BENEFIT ISSUES UNTIL YOUR INTERVIEWER BRINGS UP THE SUBJECT. OFTEN TIMES THIS INFORMATION IS AVAILABLE IN THE JOB POSTING.
6. ACT AS THOUGH YOU WOULD TAKE ANY JOB OR ARE DESPERATE FOR EMPLOYMENT.
7. BE UNPREPARED FOR TYPICAL INTERVIEW QUESTIONS.
8. REFER TO THE INTERVIEWER WITH ANY SLANG TERMS SUCH AS "DUDE" OR "BUDDY."
9. GO TO EXTREMES WITH YOUR POSTURE; DON'T SLOUCH, AND DON'T SIT RIGIDLY ON THE EDGE OF YOUR CHAIR.
10. CHEW GUM.
11. SMOKE OR SLURP ANY DRINKS YOU BROUGHT OR ARE OFFERED — THINK POLITE AND COURTEOUS IN ALL SITUATIONS.

## TEN COMMONLY ASKED INTERVIEW QUESTIONS AND TIPS ON HOW TO ANSWER

1. **TELL ME ABOUT YOURSELF. TIP:** TALK ABOUT A COUPLE OF YOUR KEY ACHIEVEMENTS AND THE INTERVIEWER WILL LIKELY SELECT AN ACCOMPLISHMENT AND ASK YOU TO TELL MORE ABOUT IT.
2. **WHAT IS YOUR GREATEST STRENGTH? TIP:** FIGURE OUT WHAT YOUR NUMBER ONE STRENGTH OR SKILL IS, THEN TALK BRIEFLY ABOUT IT AND PROVIDE A GOOD EXAMPLE. BEFORE GOING INTO AN INTERVIEW, WRITE DOWN SEVERAL OF YOUR TOP STRENGTHS AND EXAMPLES OF EACH.
3. **CAN YOU DESCRIBE A SITUATION IN YOUR PAST WHERE YOU LEARNED FROM A MISTAKE? TIP:** THE BEST MISTAKES TO SHARE ARE THOSE FROM WHICH YOU LEARNED SOMETHING. USE YOUR MISTAKES TO SHOW HOW YOU HAVE MATURED AND GROWN.
4. **WHAT IS THE MOST DIFFICULT SITUATION YOU HAVE EVER FACED? TIP:** PICK AN EXAMPLE IN WHICH YOU SUCCESSFULLY RESOLVED A TOUGH SITUATION. TELL YOUR STORY BRIEFLY BUT TRY TO REVEAL AS MANY GOOD QUALITIES AS POSSIBLE. YOUR INTERVIEWER WANTS TO HEAR ABOUT QUALITIES SUCH AS PERSEVERANCE, GOOD JUDGMENT, AND MATURITY.
5. **IS THERE ANYTHING YOU WOULD LIKE TO IMPROVE ABOUT YOURSELF? TIP:** PICK A WEAKNESS (FOR EXAMPLE, NOT BEING COMFORTABLE WITH PUBLIC SPEAKING OR EVEN ORAL PRESENTATIONS IN THE CLASS), THEN SHOW HOW YOU ARE WORKING TO IMPROVE IT (BEING PART OF A DEBATING TEAM). YOUR GOAL HERE IS TO PROVIDE A SHORT ANSWER THAT SATISFIES THE INTERVIEWER.
6. **WHAT IS THE MOST IMPORTANT THING YOU ARE LOOKING FOR IN A JOB? TIP:** FIGURE OUT WHAT YOU WANT MOST IN A JOB. YOU MIGHT VALUE CHALLENGE, GOOD WORKING CONDITIONS, OR FRIENDLY CO-WORKERS. TALK ABOUT ONE OR TWO ITEMS AND EXPLAIN WHY THEY ARE IMPORTANT TO YOU.
7. **WHAT ARE YOUR CAREER GOALS? TIP:** THE INTERVIEWER LIKES TO SEE IF YOU ARE A PERSON THAT PLANS YOUR FUTURE AND IF YOU MIGHT BE SOMEONE THAT WOULD MEET THE COMPANY'S NEEDS AFTER YOU FINISH SCHOOL. YOUR TASK IS TO TALK ABOUT THE GOALS THAT YOU THINK THE COMPANY CAN HELP YOU ACHIEVE. YOU SCORE POINTS IF YOU LEAVE THE IMPRESSION YOU ARE A GROWTH-ORIENTED PERSON WITH REALISTIC EXPECTATIONS. AS A TEENAGER, YOU MAY BE WORKING TO EARN SPENDING MONEY OR TO PAY FOR A CAR AND GAS. THAT SHOWS INITIATIVE AND PLANNING.
8. **WHAT MOTIVATES YOU? TIP:** CHALLENGE, CREATIVITY, SUCCESS, OPPORTUNITY AND PERSONAL GROWTH ARE MOST FREQUENTLY MENTIONED. YOU CAN ALSO MENTION SPECIFIC SKILLS THAT YOU ARE MOTIVATED TO USE, SUCH AS PROBLEM SOLVING, DECISION-MAKING, LISTENING, WRITING, SPEAKING, PLANNING OR COUNSELING PEOPLE.
9. **WHY WOULD YOU LIKE TO WORK FOR US? TIP:** THIS IS A GREAT OPPORTUNITY TO IMPRESS THE INTERVIEWER WITH WHAT YOU KNOW ABOUT THEIR ORGANIZATION. TALK ABOUT THE POSITIVES OF THEIR ORGANIZATION.
10. **WHY SHOULD WE HIRE YOU? TIP:** THIS IS A GREAT OPPORTUNITY TO SELL YOU. TALK ABOUT YOUR STRENGTHS AND HOW THEY FIT THE NEEDS OF THE COMPANY. YOU CAN BRIEFLY TALK ABOUT SKILLS OR STRENGTHS THAT HAVEN'T ALREADY BEEN DISCUSSED.