

MOCK INTERVIEW

INTERVIEWER_____

INTERVIEWEE_____

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. <ul style="list-style-type: none">• THANKED INTERVIEWER FOR MEETING WITH HIM OR HER• STATED EMPLOYER'S NAME• STATED 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 DISTRACTING/NERVOUS 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.	

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 THE INTERVIEW QUESTIONS ON THE FOLLOWING PAGE) FOR EACH
QUESTION, ASK FOLLOW-UP 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.

SAMPLE 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 ADDRESS A HANDSHAKE 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. ASK FOR CLARIFICATION IF YOU DON'T UNDERSTAND A QUESTION.
10. BE THOROUGH IN YOUR RESPONSES BUT DON'T RAMBLE ON FOREVER. BE CONCISE IN YOUR WORDING.
11. BE HONEST AND BE YOURSELF. DISHONESTY GETS DISCOVERED.
12. EXHIBIT A POSITIVE ATTITUDE. THE INTERVIEWER IS EVALUATING YOU AS A POTENTIAL COWORKER.
13. 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. IF THE POSITION REQUIRES A UNIFORM DRESS PROFESSIONALLY.
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.
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.

SMOKE OR SLURP ANY DRINKS YOU BROUGHT OR ARE OFFERED — THINK POLITE AND COURTEOUS IN ALL SITUATIONS.

MOCK INTERVIEW EVALUATION

Student _____

Date of Interview _____

Interviewer _____

Rate the interviewee on a scale of 1 (lowest) to 5 (highest) in the following areas.

Nonverbal Behaviors

1. Dressed Appropriately	1	2	3	4	5
2. Firmly shook hands of interviewer	1	2	3	4	5
3. Maintained eye contact	1	2	3	4	5
4. Maintained good posture	1	2	3	4	5
5. Did not fidget	1	2	3	4	5
6. Used appropriate hand gestures	1	2	3	4	5

Verbal Behaviors

1. Listened closely to questions	1	2	3	4	5
2. Answered questions concisely and completely	1	2	3	4	5
3. Greeted interviewer	1	2	3	4	5
4. Thanked the interviewer	1	2	3	4	5
5. Emphasized qualifications	1	2	3	4	5
6. Displayed enthusiasm	1	2	3	4	5
7. Focused on strengths	1	2	3	4	5
8. Kept the interviewer positive by not using negative	1	2	3	4	5
9. Acted politely throughout the interview process	1	2	3	4	5
10. Stayed Calm	1	2	3	4	5
11. Asked appropriate questions	1	2	3	4	5
12. Spoke clearly and was audible	1	2	3	4	5
13. Demonstrated knowledge of the company/organization	1	2	3	4	5

Additional Comments: Things that went well, areas to improve on _____
