

## MOCK INTERVIEW

Date: \_\_\_\_\_

Participant Name: \_\_\_\_\_

Career Objective: \_\_\_\_\_

Interviewer(s) Name: \_\_\_\_\_

\_\_\_\_\_

Question	Acceptable	Not Acceptable	Recommended Feedback
1. Tell me about yourself.			Consider your response to this request as a commercial that sells your autobiography. Always answer this question with positive information. When describing yourself, you should give specific examples of your professional and personal qualities. Your response should be focused on skills and experience relevant to the position in question. Avoid a lengthy history or wandering off in difference directions. Don't divulge overly personal information like medical issues unless it is job related.
2. Why should we hire you?			Think of yourself as the product. Why should the customer buy? What can you do for them that someone else can't? Use details from past job accomplishments or from your education to support "the fit" with specific information targeted toward the company's needs. Mention your ability, dependability, experience, and your energy. Avoid sounding overly egotistical or saying they should hire you because you need the job.
3. Why do you want to work here?			The employer wishes to observe if your answer indicates that you have thought about what you want and that you have researched the company. Demonstrate that this is the company you want to work for. A little flattery will go a long way, so cite some good qualities of the company. Let the interviewer know you are being selective about where you want to work and that you're not just sending your resume for any job opening.
4. What is your greatest weakness?			Keep your answer factual and brief. We all have weaknesses so your goal here isn't to lie; it's simply to present yourself as best you can. Your weakness should not be something that would eliminate you from the position. Find a weakness that you have a solution to, or a plan to overcome, and state how you will be successful in overcoming this.

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5. Where do you see yourself in five years?			The interviewer is looking for you to have a clear mindset about what you wish to accomplish. Outline your job & career goals and how you envision them to fit with those of the company. Unless they ask, don't go into personal goals like fitness or saving money. Describe how you would contribute to the areas of the company about which you are most passionate and how that would ultimately obtain success for you and the company. Be careful not to aim too high. Appearing too ambitious can make it seem as though you won't be around long or that you're after the interviewer's own job. However, if you aim too low, you may show that you lack initiative and won't contribute enough.
6. What are your salary expectations?			This question may indicate they are interested in you and are ready to negotiate terms This may also be a test of your perception of value. If you under- or over-value yourself in their eyes then you may not be prepared. If you say salary is not very important you may appear to be desperate for any job and they may conclude you would quickly become dissatisfied. Prepare by knowing the going rate in your area, and your bottom line or walk-away point. Make sure you do not give the impression that all you are interested in is how much they pay. Unless pressed, it is best to delay giving your salary history or expectations until you are sure of the employer's interest.
7. What is your ideal job?			You should have an accurate self-assessment and know what type of tasks and work environment would make you successful. Speak to those things that show how you would benefit the company and enjoy performing the job duties associated with a position. Stay away from listing superficial needs like being able to wear jeans.
8. Why did you leave or are leaving your job?			Be brief, to the point, and as honest as you can without presenting a harmful image of yourself. If a mistake was made, take responsibility and show that you have learned from it. Remember that your references are likely to be checked, so don't lie. Stay positive regardless of the circumstances and don't dwell too long on your previous employer. Never blame anyone else, act angry, or sound resentful. Speaking ill of supervisors, co-workers or the organization is unacceptable. They are looking to see if you are a person of integrity. Always bring the conversation back to you, your strengths, your reliability, and your successes.

Question	Acceptable	Not Acceptable	Recommended Feedback
9. Describe a conflict you experienced and its resolution.			Always describe the conflict objectively. Be careful about placing blame and accepting none. Show how you reacted and give specific examples of the course in which you chose to resolve it. Be sure to include both your, and the other person's, or persons', points of view. Throughout the answer, it is important that you explain your boundaries and logic. End by sharing what was gained from the process.
10. What do you think are the most important skills someone needs to have to be successful in this type of position?			When describing the skills you feel are most important, make sure that you know how these skills relate to the position at hand. Talk about your key skills and how you'll use them in this job. Offer specific evidence, drawing parallels between what you know the job description is for the job and the skills you have.
11. What is your greatest strength?			This is your chance to shine. You're being asked to explain why you are a great employee, so don't hold back and stay positive. You could be someone who thrives under pressure, a great motivator, an amazing problem solver or someone with extraordinary attention to detail. Concentrate on discussing your main strengths. List three or four proficiencies e.g. your ability to learn quickly, determination to succeed, positive attitude, your ability to relate to people and ability to achieve a common goal. You may be asked to give examples of the above so be prepared.
12. Are there any gaps in your employment history?			If you have a gap in your employment history, the first thing to know is that you are not alone. According to the Bureau of Labor Statistics, the vast majority of people have been unemployed at some point in their working-age lives. Be prepared to talk about your gap and honest. For example, <i>"I spent some time as the primary caretaker in my family. During that time, I was able to be there for my family but always knew I wanted to return to work. I'm ready to do that now."</i>

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<p>13. What position / experience have you had in the past that has provided you with the necessary skills to be successful in this position?</p>			<p>If you have a lot of related experience, make sure to mention it all. But if you're switching careers or trying something a little different, your experience may initially not look like it's matching up. That's when you need to paint a picture for the interviewer on how to match the experiences required with the ones you have.</p> <p>Draw parallels from your current or previous job to the requirements of this job. A similarity that seems obvious to you may not be so obvious to the recruiter. By showcasing your own knowledge, you are demonstrating that you are a knowledgeable employee. Also, businesses like measurable numbers. If you met with a 100 customers a month and the goal was 80, tell them that and how you exceeded it. If you got a great performance review score, tell them what it was (and give them a copy if you have one).</p> <p>Don't discount any experience you may have, no matter how inconsequential you think it might be, provided that you can show a connection to the job you are interviewing for.</p> <p>Even if you are new to the professional job market, have only held a part-time job, or have never held a job, you have done things in your life that you can count as experience. For instance, if you have waited tables, you could talk about the interpersonal skills you learned at your job and the way you learned to deal with customers in a friendly and effective manner.</p>
<p>14. What additional skills do you think that you would still need to be successful in this position?</p>			<p>Your answer should coincide with skills that this job will help you develop. Keep in mind that there are several different skill categories that the employer might be interested in. Functional skills are the skills you have spent your entire working life developing like organizing, problem solving, and communicating. Interpersonal skills tell an employer how well your personality will fit in with those around you. These skills include such things as how well you work with others, whether or not you are dependable, and how well you manage your time.</p> <p>Technical skills, such as your computer knowledge and customer service skills, are important as well. Think about your current experience and several aptitudes you have not been able to develop fully.</p>

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15. What do you think would be the biggest personal challenge for you to be successful in getting or staying in this job?			While you want to be honest, you also want to present yourself positively. Think about the many duties the job entails, and try not to point out a weakness that would be a major obstacle as far as your potential duties are concerned. Try to think of a weakness that is not too big of a deal and can be overcome. Another smart move is to discuss how you are working to strengthen this weakness. Try to think through possible solutions to issues such as transportation and child care before they offer you the job. However, if there is a problem that you can't solve, like having to start work later than expected, it is better to let them know prior to the hire. This should be held though until at least the second interview.
16. Do you have any questions?			The interviewer is looking for intelligent questions from you to give them insight into your analytical skills and overall enthusiasm for the opportunity. In many situations, the questions you ask in an interview can be more revealing than the answers you give and can give you the advantage you need to get the job. Conversely, when you do not ask any questions or just recite a generic list of questions, you can look disinterested and unprepared, which hurts you. Make sure you have researched and prepared several questions before your interview. Be ready to write them down if any come to mind while you are in the interview. Don't only ask questions that are only self-serving, like what is the pay or the benefits. Additionally, the first interview isn't the place to tell them about challenges you already foresee like conflicting schedule with childcare or schooling.

The participant must receive an "Acceptable" rating in all categories to be considered a successful interview. The participant cannot proceed if any question is not rated acceptable.

Results of Mock Interview:

Interviewer: \_\_\_\_\_ Date: \_\_\_\_\_