FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

INTERVIEW READINESS CERTIFICATION – ADULT

PARTICIPANT INFORMATION

PARTICIPANT NAME _____ **STATE ID#**_____

EMPLOYMENT READINESS SPECIALIST (ERS) _____ **DATE OF INTERVIEW** _____

INTERVIEWER 1 _____ **INTERVIEWER 2** _____

CAREER OBJECTIVE/TARGET POSITION _____

SCORING GUIDE — RATE EACH ANSWER 1 TO 5
10 Questions, Total Points – 50

1	2	3	4	5
Needs Improvement	Developing	Acceptable	Strong Response	Highly Polished/& Professional

INTERVIEW QUESTIONS

Q1	**Tell me about yourself and walk me through your professional journey. What experiences have shaped your career?** **Looking for:** a focused 60–90 second professional summary. Strong answers move present, past, and future: what you do now, the experience that built you, why this role is the next step. Watch for: rambling life history, overly personal or medical detail, no connection to the position.	Score 1-5

COMMENTS:

Q2	**Why are you interested in this position, and what unique value would you bring to our team?** **Looking for:** evidence the candidate researched the organization, plus one concrete strength backed by an example. Watch for: generic flattery, "I need a job," or value claims with nothing behind them.	Score 1-5

COMMENTS:

Q3	**What is one professional skill or area you would like to continue improving, and what are you doing to develop it?** **Looking for:** an honest growth area that is not core to the job, with most of the answer spent on the action being taken, a class, a mentor, deliberate practice. Watch for: "I'm a perfectionist," a weakness that would disqualify them, or naming a gap with no plan.	**Score 1-5**

COMMENTS:

Q4	**Where do you see your career in the next three (3) to five (5) years, and how does this position fit into those goals?** **Looking for:** clear direction that lives inside this role and company, growing depth, earning more responsibility. Watch for: personal goals instead of career goals, aiming so high it signals a short stay, or so low it signals no initiative.	**Score 1-5**

COMMENTS:

Q5	**What salary range would you consider fair for this position based on your qualifications and the value you bring?** **Looking for:** a researched range rather than a single number, tied to what the candidate brings. Watch for: "whatever you offer" (reads as desperate), no idea of market rate, or leading with pay before fit.	**Score 1-5**

COMMENTS:

Q6	**What influenced your decision to leave your current or most recent position?** **Looking for:** brief, honest, forward-looking framing, moving toward something, not running from something. If a mistake was made, ownership and a lesson. Watch for: criticizing a former employer, boss, or coworker; anger or resentment; anything a reference check would contradict.	**Score 1-5**

COMMENTS:

Q7	**Tell me about a workplace challenge or conflict you faced. How did you handle it, and what was the outcome?** **Looking for:** STAR structure, an objective description that includes the other person's view, the reasoning behind the action taken, and a stated outcome plus lesson. Watch for: assigning all blame, accepting none, or a story with no resolution.	Score 1-5

COMMENTS:

Q8	**What is a professional accomplishment you are most proud of, and what impact did it have?** **Looking for:** STAR plus numbers, percentages, dollars, time saved, people served. The impact is the half most candidates skip. Watch for: describing duties instead of results, or credit that belongs to the team claimed alone.	Score 1-5

COMMENTS:

Q9	**What motivates you to do your best work, and how do you stay engaged during challenging times?** **Looking for:** genuine drivers (solving problems, serving customers, hitting a team goal) and one real example of pushing through a hard stretch. Watch for: "money," a rehearsed non-answer, or no evidence of resilience.	Score 1-5

COMMENTS:

Q10	**What questions do you have for us?** **Looking for:** three (3) to four (4) researched questions about the role, the team, or success in the first 90 days. Watch for: "No, I think you covered it;" only self-serving questions about pay or time off; raising schedule or childcare conflicts this early.	Score 1-5

COMMENTS:

DETERMINATION & SIGNATURES

TOTAL SCORE	POSSIBLE SCORE	SCORING CRITERIA	
_____	50	40-50	**INTERVIEW READY:** Polished and consistent, Ready for interview now.
		35-39	**NEARLY READY:** Solid foundation. Target the lowest scoring answers.
		30-34	**DEVELOPING:** Content is there; structure and delivery need practice.
		Below 30	**NEEDS COACHING:** Schedule a follow-session before live interviews.

A total of 40 or higher is required to meet the certification criteria. Regardless of total score, any question rated 1 or 2 must be reviewed with the participant and re-practiced before a live interview.

Does the participant meet the Interview Readiness Criteria? YES ☐ NO ☐

By signing, the Interviewers confirms the participant meets the interview readiness criteria and is ready and willing to enter employment at this time and will be scheduled for the Career Readiness Certification interview.

Interviewer 1

_____

Name/Title (Print)

_____ _____

Signature Date

Interviewer 2

_____

Name/Title (Print)

_____ _____

Signature Date

If the participant does not meet all of the criteria, complete the following section identifying areas for improvement and forward form to the ERS.

AREAS OF STRENGTH	AREAS FOR IMPROVEMENT

RECOMMENDED FOCUS BEFORE NEXT INTERVIEW (CHECK ALL THAT APPLY)

☐ Confidence Building ☐ Professional Vocabulary ☐ Interview Preparation

☐ Stronger Examples ☐ Better Job Alignment ☐ STAR Structure

☐ Clearer Communication ☐ Body Language & Eye Contact ☐ Other:_____

PREPARATION FOR NEXT INTERVIEW

ERS staff must review and discuss the areas identified for improvement and recommended focus areas checked above with the participant. The ERS must provide individualized activities, resources, and support to assist the participant in meeting the certification criteria. The ERS must meet with the participant at least every 30 days to assess progress and determine whether the participant has met the required criteria.

All steps, activities, and resources provided to support the participant in meeting certification requirements must be documented in the participant's Individual Employment Plan (IEP) and case notes.

Once the ERS determines that the participant has met all certification criteria, the ERS will reschedule the participant for a new interview.

Reasons for not meeting the minimum requirements, and any corrective services, must be documented in the participant's ISS and case notes.