Mock Interview Outline

I. Introduction: See if the student offers a greeting and keeps eye contact
II. Ask for copy of resume if available (It is possible that students will not bring them)
III. Ask each student 2-3 questions to keep the interview short. You can use sample questions found below or create your own.

A. Two (2) Traditional Interview Questions
   ▪ Tell me about yourself.
   ▪ What are your major strengths/weaknesses?
   ▪ Why should I hire you over other candidates?
   ▪ What leadership roles have you had?
   ▪ Why are your grades low? Do they reflect your ability?
   ▪ What do you know about our organization?
   ▪ What qualifications do you have that make you feel you would be successful?
   ▪ What is not on your resume that you would like to tell me?
   ▪ What have you read recently?
   ▪ What school activities do you enjoy the most?
   ▪ What are your long-range/short-range goals? How do you plan to achieve them?
   ▪ What do you see yourself doing in five years from now?
   ▪ Why did you choose the career for which you are preparing?
   ▪ What would be your ideal job?

B. Two (2) Behavioral Interview Questions
   ▪ Describe the best/worst team of which you have been a member.
   ▪ Tell me about a time when your course load was heaviest. How did you get all of your work done?
   ▪ Give me a specific example of a time when you sold someone on an idea of concept.
   ▪ Tell me about a time when you made a bad decision.
   ▪ Give me an example of a time when you had to work under pressure. Be specific.
   ▪ Give me an example of a major problem you have had and how you dealt with it.
   ▪ Give me an example of a mistake you have made. How did you overcome it?

IV. Interviewee Questions: Ask the student if they have one (1) question for you
Mock Interview Evaluation Form

Student Name: ____________________________________________________________

Evaluation Key:
NI: Needs Improvement (1 point)   G: Good (2 points)   E: Excellent (3 points)

*Evaluate the interviewee’s performance for each category

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<tr>
<th></th>
<th>NI (1)</th>
<th>G (2)</th>
<th>E (3)</th>
<th>Additional Comments</th>
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</thead>
<tbody>
<tr>
<td>Properly Greeted Interviewer:</td>
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<tr>
<td>☑ Greeted interviewer with a smile and direct eye contact.</td>
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<td>☑ Introduced themselves.</td>
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<td>Effectively Responded to Questions:</td>
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<td>☑ Responses were relevant to the question and specific examples were given.</td>
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<td>Effectively Concluded the Interview</td>
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<td>☑ Interviewee asked pertinent questions that were well thought out</td>
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<td>Overall Performance</td>
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<td>☑ Positive body language, direct eye contact, minimal use of non-words (i.e. um)</td>
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<td>Total</td>
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<td>Maximum points = 12</td>
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Employer Overall Comments: