

Mock Interview Content – Quarter 4

Name: _____

1. Tell me about yourself...

	1 Does not Meet	2 Shows Improvement	3 Meets	4 Exceeds
Demonstration of Personal History	Shares: 1. Lists traits or some history, but does not give enough information or gives unrelated information	Shares: 1. Uses introductory phrase 2. Attempts to tell success story, but information is missing 3. Does not directly tie own skills to the job description	Shares: 1. Uses introductory phrase 2. Uses success story w/ STAR method (Situation, Task, Action, Result) 3. Relates own work skills to job description 4. Uses closing statement tying own skills to job	Shares: 1. Uses introductory phrase 2. Uses success story w/ STAR method (Situation, Task, Action, Result) 3. Relates own work skills to job description 4. Closing statement tying how own skills will benefit the company

2. What would you say are your strengths?

	1 Does not Meet	2 Shows Improvement	3 Meets	4 Exceeds
Strengths Question	Lists one strength but no examples	1. Two strengths with at least one example 2. No closing statement or statement that does not tie your strengths to the job	1. Two or three strengths with examples 2. Closing statement tying strengths to job	1. Strengths with examples 2. Closing sentence tying your strengths to the job and how they will benefit the company

3. What would you say would be one of your weaknesses?

	1 Does not Meet	2 Shows Improvement	3 Meets	4 Exceeds
Weakness Question	No answer or a weakness that isn't work related	1.State a work related weakness 2. States strategy for overcoming 3.No closing statement	1. State a work related weakness you've overcome 2. Discuss strategy used to overcome weakness 3.Closing statement	1.State a work related weakness 2.Discuss strategy used to overcome weakness 3.Closing statement how your strategy can benefit the company

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Answers to Common Questions	Does not answer the question asked or answers in vague terms Does not use examples	Attempts to answer the question asked, but: 1. As appropriate, uses success stories or examples to describe action took and positive result 2. May attempt to use some sort of closing statement, but doesn't tie skills to the job	Answers the question asked 1. Always uses success stories or examples describing action took and positive result 2. Uses closing statement tying skills to the job	Answers the question asked 1. Always uses success story or example describing action took and positive result 2. Uses closing statement saying how you could benefit the company

4. If you could be an animal, what animal would you choose to be and why? (Strengths/Weakness)

1. Animal:

2. Why:

3. Closing Statement:

5. Tell me about a time you had a conflict with someone. What was it and how did you resolve it?

(Response to Situation: Communication) NEEDS TO INCLUDE SOMETHING ABOUT SEEING IT FROM THE OTHER PERSON'S PERSPECTIVE.

1. Situation:

2. Task/Action:

3. Result:

4. Closing Statement:

6. If you could meet someone from the past or present, who would it be and why?

(Strengths/Weakness, Character Traits)

Situation:

Task/Action:

Result:

Closing Statement:

7. **What is something that you've done that you feel good about?**

Skills/Experience

1. Situation:
2. Task/Action:
3. Result:
4. Closing Statement:

8. **What are your short-term goals?** (Goals and Commitment)

1. Commitment to the company:
2. Closing Statement:

9. **Why should I hire you?** (Skills & Experience)

- 1) Skills / Experience):
- 2) Dependability:
- 3) Closing Statement:

10. **Do you have any questions for me?**

	1 Does not Meet	2 Shows Improvement	3 Meets	4 Exceeds
Asks Common Questions	Has 1 question for the employer	Asks 2 questions, but not necessarily the most appropriate question(s) or worded in the best way	Has 2 or 3 appropriate questions that are tied to: 1. Connect 2. Culture 3. Close	Has 2 or 3 appropriate questions that are tied to: 1. Connect 2. Culture 3. Close AND, within those questions, 1 or 2 are appropriate questions or comments that are tied to: The company's core values/mission

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Voice	Speaks too softly to hear or too loudly. Voice tone is robotic. Talks too fast or too slow.	Voice volume is sometimes difficult to hear and tone sounds somewhat robotic. May speak a bit too fast or too slow.	Voice volume and tone are easily understood. Tone is conversational and professional. You show some enthusiasm. Your rate of speech is normal.	Voice volume, tone, and pace are conversational, professional, and enthusiastic . Your passion and enthusiasm make others want to be around you. We can “hear” you smile!

	1 Does not Meet	2 Shows Improvement	3 Meets	4 Exceeds
Poised	1. Does not initiate handshake at all 2. Does not initiate any greeting or goodbye. 2. Improve posture 3. Improve eye contact 4. Displays many nervous habits 5. Does not smile	1. Initiates handshake at beginning OR end, along with initiating greeting OR goodbye. 2. Improve posture 3. Improve eye contact 4. Displays some nervous habits 5. Smiles some of time, but not enough	1. Initiates handshake at beginning and end, along with initiating a greeting and goodbye. 2. Uses good posture 3. Uses eye contact 4. No nervous habits 5. Usually smiles at appropriate times	1. Initiates handshake at beginning and end, along with initiating a greeting and goodbye. 2. Uses good posture 3. Uses eye contact 4. No nervous habits 5. Shows energy and passion 6. Always smiles at appropriate times

	1 Does not Meet	2 Shows Improvement	3 Meets	4 Exceeds
Grooming & Attire	Grooming inadequate; no professional attire at all	Room for improvement on grooming; attire not professional enough	Properly groomed and professionally attired	Properly groomed and professionally attired, including prof. shoes

0	1 Does not Meet	2 Shows Improvement	3 Meets	4 Exceeds
Paperwork Has no paperwork	Has resume OR references , but not both	Has both resume & references, but no portfolio	Resume & References in a portfolio	Resume and References, along with a portfolio, questions written down to ask, and a pen to write notes if needed