

Mock Interview Day

Interviewer
Packet

INTERVIEW DAY EMPLOYER DIRECTIONS

1. Please report to the high school office. You will then be instructed to continue to another area where a short meeting will be held. (You will be receiving your day's schedule at that time.)
2. Please attempt to stick to your schedule. Please hold students the full length of time.
3. Please keep in mind that the students are encouraged to "dress up" for their interview. Please feel free to offer suggestions on their "professional" appearance.
4. Please complete a student evaluation form during or right after each interview. (A sample form has been enclosed. The school will provide you with copies.)
5. Lunch will be provided for you at the school.
6. Before you leave, please:
 - turn in your schedule, indicating on it those students that were "no shows",
 - turn in your student rating sheets,
 - turn in your evaluation form.

**THANK YOU FOR VOLUNTEERING TO
ASSIST OUR YOUNG PEOPLE!**

SAMPLE INTERVIEW OUTLINE

The following is a suggested interview outline. This is not a required format—you are welcome to be creative.

The interview is intended to be general in nature unless you are able to ask questions specific to the student's career choice.

Introduction

- ❑ Greeting/Handshake

Body

- ❑ Interview Questions
 - Examples:
 - Tell me about yourself, etc.
 - Tell me about your education – likes/dislikes
 - Tell me about your future plans, goals, etc.
 - Why should I hire you instead of any one of the other applicants?
 - What kinds of activities are you involved in away from school?

** (A sheet of additional sample interview questions is included.)

Closing

- ❑ Do you have any questions?
- ❑ Thank you

Discussion/Follow-Up

- ❑ Discuss interview strong/weak aspects.
- ❑ Look at and discuss job application.
- ❑ Look at and discuss resume.

Please try to make the experience as life-like as possible.

Please try to take advantage of the full amount of time – avoid releasing the students early.

If the interview ends early, use the remaining time to discuss:

1) interviewing strong points

2) ways to improve weak aspects.

50 Most Often Asked Interview Questions

1. Tell me about yourself?
2. What are your key skills/strengths?
3. What are your weaknesses?
4. Why did you leave your last job?
5. Why do you want this job?
6. Why should I hire you?
7. Tell me about a difficult scenario at work/school and how you dealt with it.
8. Tell me about an achievement of which you are proud?
9. What are your career goals?
10. What are your salary expectations?
11. What do you know about our organization?
12. Describe a typical workday for you.
13. What do you think of the last company you worked for?
14. How do you handle pressure?
15. Do you think your grades are a good indication of your academic achievement?
16. What extracurricular activities do you participate in and what have you learned from them?
17. Do you plan to continue your education?
18. Describe your previous work experiences.
19. What skills do you bring to this position?
20. If you were hiring a person for this position, what qualities would you look for?
21. What do you see yourself doing in five years? Ten years?
22. What does success mean to you?
23. What school subjects do you like the most? Least?
24. How would you rate your attendance in school?
25. How would others describe you?
26. What kind of work environment are you most comfortable?
27. What do you feel are the qualities of a successful employee?
28. Describe the desirable characteristics of a manager or supervisor.
29. If you are having a problem with a co-worker, how would you handle the situation?
30. Have you ever had trouble getting along with people?
31. What are your hobbies?

32. How much money do you expect to make?
33. What do you really want to do in life?
34. What are your long range career objectives?
35. How do you plan to achieve your career goals?
36. What are the most important rewards you expect in your career?
37. Why did you choose the career for which you are preparing?
38. What motivates you to put forth your greatest effort?
39. How has high school prepared you for your career?
40. What qualifications do you have that make you think you would be successful in this business?
41. How do you determine or evaluate success?
42. What do you think it takes to be successful in a company like ours?
43. In what ways do you think you can make a contribution to our company?
44. What qualities should a successful manager possess?
45. What led you to choose your field or major study?
46. How would you describe the ideal job for you?
47. What two or three things are most important to you in your job?
48. Are you willing to travel?
49. Will you relocate? Does relocation bother you?
50. Why did you decide to seek a position with this company?

MOCK INTERVIEW RATING SHEET

Directions to Employer: Please check the answer that best describes the student during the interview. This form will be used to improve interviewing skills, so please give **honest** feedback. Any "tips" you can give the student will be greatly appreciated. Thank you.

Name of Student _____

Name of Interviewer _____ Date _____

A. RESUME AND APPLICATION

Appropriate information ☐ Yes ☐ No ☐ Needs Work

Neatness ☐ Yes ☐ No ☐ Needs Work

Complete and organized ☐ Yes ☐ No ☐ Needs Work

Comments/Advice _____

B. THE INTRODUCTION

Introduced self appropriately ☐ Yes ☐ No ☐ Needs Work

Greeted you by name ☐ Yes ☐ No ☐ Needs Work

Firm handshake ☐ Yes ☐ No ☐ Needs Work

Good eye contact ☐ Yes ☐ No ☐ Needs Work

Comments/Advice _____

C. INFORMATION SHARING

Stated skills and experiences clearly in concrete terms ☐ Yes ☐ No ☐ Needs Work

Avoided giving inappropriate information (personal problems, negative feelings about past employers, etc.) ☐ Yes ☐ No ☐ Needs Work

Appeared interested, enthusiastic and honest ☐ Yes ☐ No ☐ Needs Work

Was able to answer questions and communicated clearly ☐ Yes ☐ No ☐ Needs Work

Asked at least one question regarding employment or your business/service. ☐ Yes ☐ No ☐ Needs Work

Comments/Advice _____

D. THE CLOSING

Offered to follow-up on the interview ☐ Yes ☐ No ☐ Needs Work
(i.e.: May I contact you?)

Offered a final handshake ☐ Yes ☐ No ☐ Needs Work

Comments/Advice _____

E. EMPLOYER IMPRESSIONS

Was appropriately dressed and groomed ☐ Yes ☐ No ☐ Needs Work

Was prepared for the interview ☐ Yes ☐ No ☐ Needs Work

Had an appropriate attitude ☐ Yes ☐ No ☐ Needs Work

Used proper body language ☐ Yes ☐ No ☐ Needs Work

If you had a job opening, would you
consider the applicant for employment? ☐ Yes ☐ No ☐ Maybe

Comments/Advice _____

F. CLOSING COMMENTS: Overall comments regarding the interview, student, and process.

MOCK INTERVIEW

Employer's Evaluation

Name: (optional) _____

1. Do you think the interview day is well organized? Yes ☐ No ☐

Comments: _____

2. Do you think the interview day was beneficial for students? Yes ☐ No ☐

Comments: _____

3. Do you think the interview day was beneficial for employers? Yes ☐ No ☐

Comments: _____

4. Do you think we should offer this again in the future? Yes ☐ No ☐

Comments: _____

5. Would you be an interviewer again? Yes ☐ No ☐

Comments: _____

6. Please include any comments which you have about this event or any suggestions that would improve it. Thank you. _____
