



A Guide to Your Mock Interview

*****Failure to Read this material may be Hazardous to your Interviewing Health*****



No-Show/NOT PREPARED Policy:

If you do not show up, you are subject to receiving a zero for a portfolio grade.

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Your Mock Interview Experience @ At Cartersville High School

What is a mock interview?

- A mock interview is a simulation interview. Interviews will be conducted by Community Business Members/Partners
- Although your mock interviewer is well experienced in conducting the interview, he/she may be unable to answer specific questions about your field.
- The role of the mock interviewer during this portion of the interview is to advise you on appropriate questions to ask and guide you to resources that may provide you with tips on appropriate questions to ask.

Purpose:

- To simulate actual interview conditions in order to provide a more comfortable interview experience.
- To provide feedback that will aid you in assessing current strengths and weaknesses in regard to your interviewing skills.

- To help you with the interview process: developing confidence and enhancing skills.

Registration/Preparation:

- Review the tips and suggestions highlighted throughout this guide book.
- Business/Professional dress is required.
- **On the day of your interview arrive in business casual clothes and wait outside the interview location:**
 - **Resume (2 copies – one for you and one for the interviewer)**
 - **Portfolio**

What to Expect: From Start to Finish

- Your mock interview experience begins the moment that your interviewer greets you. You should start with a firm handshake and appropriate greeting of the interviewer, using his or her name.
- You and your interviewer will go into an interview room. The mock interview itself will last approximately 15 minutes, and the interview will be discussed and critiqued for approximately 10 minutes.
- At the end of your mock interview you will have the opportunity to talk with the interviewer about any particular questions or concerns you have about the interviewing process. Furthermore, you will receive from your interviewer honest and helpful feedback.

You will be evaluated on the following...

- ✍ **Appearance:** Dress appropriately for the interview
- ✍ **Greeting/Introduction:** We recommend that you stand to greet your interviewer with a handshake, using his/her name. Also, make good eye contact with the interviewer, smile, and be professional.
- ✍ **Body Language:** During the interview, be aware of your eye contact, subtle use of hands while speaking, good posture, etc.
- ✍ **Attitude:** Your attitude toward work and working with others is crucial in the hiring process. Be sure to convey an attitude that is enthusiastic, sincere, and genuine.
- ✍ **Responses to the Interview Questions:** Do your research and practice, practice, practice! Know your goals and be able to express them to the interviewer.
- ✍ **Oral Communication:** Speak clearly and concisely. Try to think out your response before answering a question.
- ✍ **Preparation:** Prepare questions for your interviewer and research the position and/or company/organization/agency for which you are interviewing. If applying to graduate school, it is important to have knowledge on the particular program and be able to articulate why you want to further your education in that field.

Dress for Success!

Attire, Grooming, Respect

You are a representative of Cartersville High School. Your behavior and appropriateness have great impact on the community's attitude toward all of us. Since most employers and customers represent an adult population, job site dress standards may differ from "at home wear". The business community tends to dress conservatively and those standards are required for all interviews. The following attire, grooming and behavior are considered appropriate for interviews unless other standards are specified by employer:

- Clean, wrinkle-free dress slacks: Nothing saggy, baggy or torn hemmed at bottom. No holes.
- No jeans, shorts, capri pants, short skirts, sweats or warm-up type clothes.
- Shirts: Clean and wrinkle-free, with collar. No holes, tears, extreme patterns, writing or pictures on clothing; no midriff showing, no low-cut or see through shirts.
- Footwear: Wear clean, polished shoes. Men - Socks required. No sandals, flip flops or open-toe shoes. * Jewelry: Nothing extreme (when in doubt, DON'T); no lip, nose, eyebrow or tongue rings, no multiple necklaces, earrings or rings.
- Grooming: Hair must be clean with no extreme styles or colors. No tattoos or other Marks visible.
- Must be clean shaven; nails must be clean, no extreme nail color or chipped nails and no extreme lip color.
- Remove hat during interview.
- Turn off cell phone.
- No gum chewing.

Know the Facts!

Be sure you are fully prepared for interviews by reviewing the interview questions – not all will be asked, so be prepared with a response!

Prepare yourself

- Interviews can be a very intimidating task if you are unprepared.
- Preparation and practice are key ingredients to a successful interview!
- You must be able to talk about yourself with confidence.
- Exploring and understanding yourself allows you to answer interview questions as effectively as possible.
- It is vital to understand your attributes and personality so that you can convey those positive qualities to the interviewer.

A survey revealed that the following factors were most important when interviewing a candidate: (From F.I.C.C. Job Club <http://www.f-i-c-c.com/jobclub.htm>)

- ✓ **Skills & experience 10%**
- ✓ **Education 10%**
- ✓ **First impression 40%**
- ✓ **Personal characteristics 40%**

1. Personality traits or skills I have that are job related:

2. Examples of experiences I have had that demonstrate the above traits/skills:

3. List 3-5 accomplishments that would be of interest to the person interviewing me:

4. What are the 3 most important things I want the interviewer to know about me?:

5. What concerns might an employer have about me and what will alleviate those concerns?:

Sample Behavior Based Interview statements for response:

1. Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
2. Describe an instance when you had to think on your feet to extricate yourself from a difficult situation.
3. Give me a specific example of a time when you used good judgment and logic in solving a problem.

4. By providing examples, convince me that you can adapt to a wide variety of people, situations, and environments.
5. Describe a time on any job that you held in which you were faced with problems or stresses that tested your coping skills.
6. Give an example of a time in which you had to be relatively quick in coming to a decision.
7. Give me a specific occasion in which you conformed to a policy with which you did not agree.
8. Give me an example of an important goal which you had set in the past and tell me about your success in reaching it.
9. Describe the most significant or creative presentation which you have had to complete.
10. Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.
11. Give me an example of a time when you were able to successfully communicate with another person when the individual may not have personally liked you (or vice versa).

Other possible interview questions & statements for response

Interview Questions: Work History

- Name of company, position title and description, dates of employment.
- What were your expectations for the job and to what extent were they met?
- What were your starting and final levels of compensation?
- What were your responsibilities?
- What major challenges and problems did you face? How did you handle them?
- What have you learned from your mistakes?
- What did you like or dislike about your previous job?
- Which was most / least rewarding aspect of your job?
- What was the biggest accomplishment / failure in this position?
- **Questions about your supervisors and co-workers.**
- What was it like working for your supervisor?
- What do you expect from a supervisor?
- What problems have you encountered at work?
- Who was your best boss and who was the worst?
- Why are you leaving your job?
- Why did you resign?
- Why did you quit your job?
- What have you been doing since your last job?
- Why were you fired?

Job Interview Questions About You

- What is your greatest weakness?
- What is your greatest strength?
- How will your greatest strength help you perform?
- How would you describe yourself?
- Describe a typical work week.
- Do you take work home with you?
- How many hours do you normally work?
- How would you describe the pace at which you work?
- How do you handle stress and pressure?
- What motivates you?
- Are you a self-motivator?
- What are your salary expectations?
- What do you find are the most difficult decisions to make?
- Tell me about yourself.
- What has been the greatest disappointment in your life?
- What are you passionate about?
- What are your pet peeves?
- What do people most often criticize about you?
- When was the last time you were angry? What happened?
- If you could relive the last 10 years of your life, what would you do differently?
- If the people who know you were asked why you should be hired, what would they say?
- Do you prefer to work independently or on a team?
- Give some examples of teamwork.
- More teamwork interview questions.
- What type of work environment do you prefer?
- How do you evaluate success?
- If you know your boss is 100% wrong about something how would you handle it?
- Describe a difficult work situation / project and how you overcame it.
- Describe a time when your workload was heavy and how you handled it.
- More job interview questions about your abilities.
- More job interview questions about you.

Job Interview Questions About the New Job and the Company

- What can you do for this company?
- Why should we hire you?
- Why are you the best person for the job?
- What challenges are you looking for in a position?
- What can you contribute to this company?
- What is good customer service?

Interview Questions: The Future

- What are you looking for in your next job? What is important to you?
- What are your goals for the next five years / ten years?
- How do you plan to achieve those goals?
- What are your salary requirements - both short-term and long-term?

- Questions about your career goals.
- What will you do if you don't get this position?

Don't Leave Home Without Reading This Advice!

- The first few minutes of the interview are the most important. It is at this time that you really want to sell yourself and get the interviewer interested in you. That is why it is important to package yourself and your qualifications. Having a set agenda of what you want to get across during the interview will help (i.e. education, background, experience, strengths, goals, accomplishments, challenges)
- Always try to relate what you are saying and how it can benefit the company/organization/agency with which you are interviewing. It is important to be familiar with the employer prior to the interview so you can know what type of person they seek, as well as what the position requires.
- If you get stuck on a question, it is okay to pause. Often, you can simply say, "That's a very good question; let me take a minute to think about that." Although a short pause is okay, try to avoid a lengthy one. Employers can tell if you are just buying time to make something up.
- It is important to end the interview on a positive note, either reiterating your interest in the position or telling the recruiter you look forward to hearing from him/her soon. Don't forget to thank the employer for his/her time and interest.
- In addition to knowing information about the company/organization/agency, always have questions prepared to ask the interviewer.
- Grades may be a topic. If your grades are low, be prepared to have an explanation.

Dos and Don'ts

- DO answer questions honestly, thoroughly, and sincerely. If you don't know the answer, indicate that.
- DO NOT try to tell the interviewer what you think he/she wants to hear.
- DO be careful about saying negative things about past experiences (i.e. insult a company that you interned with).
- DO NOT display a negative or arrogant attitude.
- DO be polite, tactful, and sincere - eye contact is also important.
- DO dress neatly and appropriately (conservative, not trendy).
- DO NOT be late unless there is an emergency.
- DO practice the questions suggested in this guide.
- DO have a small portfolio to keep pens, extra copies of resumes, and a reference sheet.

Mock Interview Rubric

Interviewee: _____ Interviewer: _____

Score: 1= far below standard 2=below standard 3=meets standard 4= above standard 5 = far exceeds standard

CATEGORY	SCORE	COMMENTS
<p>I. RESUME</p> <ul style="list-style-type: none"> • Is resume professional and neat? • Is resume free of errors? • Does resume “sell” examples of transferable skills? 	<p>1 2 3</p> <p>4 5</p>	
<p>II. APPEARANCE AND POISE:</p> <ul style="list-style-type: none"> • Is interviewee punctual? • Is interviewee dressed professionally and appropriately? • Does the interviewee appear confident and poised? • Does interviewee maintain good posture? • Does interviewee make eye-contact with the interviewers? • Does the interviewee give an appropriate handshake? 	<p>1 2 3</p> <p>4 5</p>	
<p>III. SKILL PRESENTATION:</p> <ul style="list-style-type: none"> • Does interviewee answer content of each question clearly? • Does interviewee “sell” their skills? • Does interviewee appear prepared and knowledgeable about the position they are applying for? • Does interviewee reference items on their resume? • Does interviewee appear to give straightforward, honest responses? • Does interviewee come across as someone who can work well with others? 	<p>1 2 3</p> <p>4 5</p>	
<p>IV. DELIVERY AND LANGUAGE</p> <ul style="list-style-type: none"> • Does interviewee use proper language and enunciate their responses? • Is the interviewee professional, and mature throughout the interview? • Does the interviewee answer questions with appropriate wait time? • Does interviewee avoid distracting mannerisms and phrases? (“ums”, tapping, hair twirling, etc.) 	<p>1 2 3</p> <p>4 5</p>	

Total Score out of 20 pts. possible: _____ (see following page for chart of score ranges)

Mock Interview Rubric

How You Did:	Total Score Range
<p>YOU'RE HIRED!!!</p> <ul style="list-style-type: none"> - stellar resume - great poise, professional dress, great eye-contact - very confident - detailed and specific answers to questions - sells skills and references previous experience - appears to have many leadership qualities - appears very honest and easy to work with - interviewee is professional when responding - very clear and concise manner of speaking - above-average maturity 	<p>18pts. – 20pts.</p>
<p>WE'RE CONSIDERING YOU...</p> <ul style="list-style-type: none"> - thorough resume - decent poise, professional dress, good eye-contact - somewhat confident - specific answers to questions - sells some skills - appears to have some leadership potential - appears honest and non-conflict prone - interviewee is usually professional when responding - clear manner of speaking - noticeable maturity 	<p>15 pts. – 17 pts.</p>
<p>WE MIGHT HAVE HIRED YOU, BUT ...</p> <ul style="list-style-type: none"> - resume is organized, but shows little experience - not enough poise, semi-professional dress, some eye-contact - confidence is not convincing - specific answers to some questions, others too general - comes off as a little too inexperienced - appears to be a hard-worker, but not necessarily a leader - appears to have some communication problems - interviewee attempts to be professional when responding - manner of speaking is comprehensible, but sometimes a bit unclear - some maturity evident 	<p>14 pts. – 12 pts.</p>
<p>DON'T CALL US, WE'LL CALL YOU...</p> <ul style="list-style-type: none"> - resume feels incomplete or has many errors - no poise, dress too casual or inappropriate, poor eye-contact - lack of confidence - answers to questions are not convincing, relevant, or sufficient - inexperience is obvious - does not appear to possess leadership skills - does not come across as a dependable employee - interviewee is <u>not</u> professional when responding - manner of speaking is unclear, jumbled or poorly worded - interviewee needs more experience and maturity 	<p>11 pts. and below</p>