Branding You: Mock Interview Guidelines

Objectives
- Develop and practice answers to common questions
- Gain feedback about performance
- Improve confidence
- Meet with potential employers

Instructions
Practice your interview skills and gain constructive feedback! Students and reviewers will be paired 1:1, and go through a simulation of a job interview for 15 minutes. All participants must sign up through their cluster registration. A sign up sheet for interview slots will be shared with reviewers and students the week of cluster. Non-finalists from the Interview Contest will receive priority in signing up for a mock interview slot. Student participants can also sign up for interview slots on-site, if slots remain or become available.

Mock Interview Format
- Students and reviewers will be paired 1:1
- 10 minutes mock interview. Reviewers should ask 2 traditional interview questions and 3 behavioral questions.
- 5 minutes overall feedback. Reviewers should go through the rubric with student and discuss what went well and what areas need improvement.

Mock Interview Outline

I. Introduction: See if the student offers a firm handshake and keeps eye contact

II. Ask for a copy of the resume to see if the student remembered to bring the appropriate materials to the interview

III. Ask each student 5 questions to keep the interview short. You can use the sample questions found below or create your own.

A. Two (2) Traditional Interview Questions
   - Tell me about yourself.
   - What are your major strengths/weaknesses?
   - How do you think MANRRS can help you develop as an individual?
   - In one word, how would a friend or professor describe you?
   - What leadership roles have you had?
   - 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?
   - How has your college experience prepared you for a career?
   - How would you describe yourself in terms of your ability to work as a member of a team?
What are your long-range/short-range goals? How do you plan to achieve them?
What do you see yourself doing five years from now?
Why did you choose the career for which you are preparing?
What would be your ideal job?

B. Three (3) Behavioral Interview Questions
- Tell me about a successful presentation you gave and why you think it was a hit.
- Describe a problem you faced that was almost overwhelming and how you got through it.
- When dealing with a co-worker or peer, what really tries your patience and how do you deal with that?
- Tell me about a time you had to be very strategic to meet all your top priorities.
- Give me a specific example of a time when you sold someone on an idea or concept.
- Tell me about a time when you made a bad decision.
- Give me an example of a time you struggled to build a relationship with someone important. How did you eventually overcome that?
- Give me an example of a good decision you made within the last six months.
- Give me an example of a mistake you have made. How did you overcome it?
- Give me an example of work-related experiences you felt were satisfying/dissatisfying.

IV. Interviewee Questions: Ask the student do they have one (1) question for you

V. Closing the Deal
   A. See if the student asks about the next step of the process and for a business card or LinkedIn Connection.
Mock Interview Evaluation Form

Student Name: ____________________________  Interviewer: ____________________________

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

*Evaluate the interviewee’s performance for each category

<table>
<thead>
<tr>
<th>Category</th>
<th>NI (1)</th>
<th>G (2)</th>
<th>E (3)</th>
<th>Additional Comments</th>
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<tbody>
<tr>
<td>Appearance</td>
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<tr>
<td>❑ Appropriately dressed and well-groomed</td>
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<td>Properly Greeted Interviewer:</td>
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<tr>
<td>❑ Greeted the interviewer with a smile, a firm handshake, and direct eye contact</td>
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<td>Provided Appropriate Material:</td>
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<td>❑ Resume and/or portfolio were of high quality and had all the correct components and formatting. (Portfolio is appropriate in the case of advertising, art, or education)</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>❑ STAR method was used for behavioral questions</td>
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<td>Knowledgeable about the profession and organization:</td>
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<td>❑ Responses and Questions were directly related to the profession and organization</td>
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<td>Asked Pertinent Questions</td>
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<tr>
<td>❑ Questions were well thought out and were relevant to the organization and position</td>
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<td>Effectively Concluded the Interview</td>
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<td>❑ The interviewee inquired about the next step in the application process and requested contact information</td>
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<td>Overall Performance</td>
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<td>❑ Positive body language, direct eye contact, minimal use of filler words (i.e. um)</td>
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Total:                                          Max points = 24

Comments:  