



Minorities in Agriculture, Natural Resources and Related Sciences

## **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?



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- 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.



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**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**

	NI (1)	G (2)	E (3)	Additional Comments
<b>Appearance</b> <input type="checkbox"/> Appropriately dressed and well-groomed				
<b>Properly Greeted Interviewer:</b> <input type="checkbox"/> Greeted the interviewer with a smile, a firm handshake, and direct eye contact				
<b>Provided Appropriate Material:</b> <input type="checkbox"/> 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)				
<b>Effectively Responded to Questions:</b> <input type="checkbox"/> Responses were relevant to the question and specific examples were given. <input type="checkbox"/> STAR method was used for behavioral questions				
<b>Knowledgeable about the profession and organization:</b> <input type="checkbox"/> Responses and Questions were directly related to the profession and organization				
<b>Asked Pertinent Questions</b> <input type="checkbox"/> Questions were well thought out and were relevant to the organization and position				
<b>Effectively Concluded the Interview</b> <input type="checkbox"/> The interviewee inquired about the next step in the application process and requested contact information				
<b>Overall Performance</b> <input type="checkbox"/> Positive body language, direct eye contact, minimal use of filler words (i.e. um)				
<b>Total:</b>				<b>Max points = 24</b>

**Comments:**