



CareerTech

Franklin County Career & Technology Center

MOCK INTERVIEW GUIDELINES:
STUDENT



Interview Day

STUDENTS WILL RECEIVE AN APPOINTMENT CARD FOR THE MOCK INTERVIEW.

PLEASE REPORT TO LOCATION AT LEAST FIVE MINUTES BEFORE THE SCHEDULED INTERVIEW BEGINS.

STUDENT PACKETS/PORTFOLIO

- Student resume, application, and cover letter will be collected and given to the interviewer.

THE INTERVIEW

- Once the interviewer is ready to begin the interview, they will make you aware.
- Students should introduce themselves by first and last name, have a firm handshake, and maintain good eye contact.
- The interviewer will begin the interview by asking the questions listed on the following page.
- Student may ask questions to the interviewer.
- Close the interview with a handshake and "thank you."

AFTER THE INTERVIEW

- Following the interview, the interviewer will provide the student with feedback.
- Students are required to complete a "Thank You" letter. A sample letter is included.
- The *Mock Interview Rating Sheet* will be placed in the student's portfolio.

I. INTRODUCTION

- Greeting/Handshake/Eye Contact

II. BODY OF INTERVIEW

Interview Questions:

- Tell me about yourself, etc.
- Tell me about your education- likes/dislikes.
- Tell me about your plans, goals, etc.
- Tell me about your biggest strength.
- Tell me about your biggest weakness.
- Industry/Program-related question.
- Tell me about a time when you had to solve a difficult problem at school or work.
- Tell me about an achievement you are proud of.
- What kinds of activities are you involved in away from school?
- Do you have any questions for me?

(Additional sample interview questions are included for your reference)

III. CLOSING

- Thank the interviewer.
- Remember the handshake prior to exiting and eye contact.

IV. DISCUSSION/FOLLOW-UP

- Interviewer will discuss any strong/weak aspects of the interview.
- Interviewer will discuss job application, resume, and cover letter.

SAMPLE: THANK YOU LETTER

Thank
you!

(Hit Enter 6 times for proper top margin)



Student Name
Home Address
City, State, and Zip Code
Date
(Hit Enter 4 Times)

Mr./Ms. First and Last Name
Job Title
Street Address
City, State, and Zip Code
Date
(Hit Enter 2 Times)

Dear Mr./Ms. Last Name:

Thank you for interviewing me on [insert date]. I enjoyed meeting you and appreciate the courtesy you extended to me.

My interview experience was very positive, and I appreciated the feedback you gave me. Your input will allow me to better prepare for future interviews and potential career opportunities with [insert company name].

Once again, thank you for your time, attention, and participation in our Mock Interviews at Franklin County Career and Technology Center.

(Hit Enter 2 times)
Sincerely,
(Hit Enter 4 times)

(Student signature in black or blue ink)



Type Your First and Last Name

Sample Rating Sheet

MOCK INTERVIEW RATING SHEET

Directions to Interviewer: Please check the answer that best describes the student during the interview. This rating sheet will be used to improve interviewing skills and will be placed in the student's portfolio, so please give honest feedback.

Name of Student _____ Position Applying for: _____

Name of Interviewer _____ Date _____

A. RESUME, APPLICATION, AND PORTFOLIO					
	Outstanding (5)	Very Good (4)	Good (3)	Average (2)	Needs Work (1)
Appropriate information					
Complete, organized, and Neat					
<i>Comments/Advice:</i>					

B. THE INTRODUCTION					
	Outstanding (5)	Very Good (4)	Good (3)	Average (2)	Needs Work (1)
Introduced self appropriately & greeted interviewer by name					
Firm handshake & eye contact					
<i>Comments/Advice:</i>					

C. INFORMATION SHARING					
	Outstanding (5)	Very Good (4)	Good (3)	Average (2)	Needs Work (1)
Stated skills and experiences clearly in concrete terms					
Answered questions and communicated clearly					
Asked at least one question about employment or your business/service					
<i>Comments/Advice:</i>					

D. CLOSING					
	Outstanding (5)	Very Good (4)	Good (3)	Average (2)	Needs Work (1)
Offered a final handshake & eye contact					
<i>Comments/Advice:</i>					

E. EMPLOYER IMPRESSIONS					
	Outstanding (5)	Very Good (4)	Good (3)	Average (2)	Needs Work (1)
Was appropriately dressed and groomed					
Was prepared for the interview					
Had an appropriate attitude, avoided providing inappropriate information					
Used proper body language					
<i>Comments/Advice:</i>					

Subtotal					
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INTERVIEW TIPS

Common Interview Questions

1. What are your strengths? What are your weaknesses?
2. Why are you interested in working for [insert company name here]?
3. Where do you see yourself in 5 years? In 10 years?
4. Why do you want to leave your current company?
5. Why was there a gap in your employment between [insert date] and [insert date]?
6. Are you willing to relocate and/or travel?
7. Tell me about an accomplishment you are most proud of.
8. Tell me about a time you made a mistake.
9. What is your dream job?
10. How did you hear about this position?
11. What would you look to accomplish in the first 30/60/90 days on the job?
12. Discuss your resume.
13. Discuss your educational background.
14. Describe yourself.
15. Tell me how you handled a difficult situation.
16. Why should we hire you?
17. Why are you looking for a new job?
18. Would you work holidays/weekends?
19. How would you deal with an angry or irate customer?
20. What are your salary requirements?
21. Give a time when you went above and beyond the requirements for a project?
22. Who are our competitors? What is the name of our CEO?
23. What was your biggest failure?
24. What motivates you?
25. What's your availability?
26. Who's your mentor?
27. Tell me about a time when you disagreed with your boss?
28. How do you handle pressure?
29. What are your career goals?
30. What gets you up in the morning?
31. What were your bosses' strengths/weaknesses?
32. If I called your boss right now and asked them what is an area that you could improve on, what would they say?
33. Are you a leader or a follower?
34. What was the last book you read for fun?
35. What are your co-worker pet-peeves?
36. What are your hobbies?

The interview is when you want to tell the employee or admissions representative about your strengths, skills, education, and work experience. Knowing yourself-positively selling your strong points.

PART I: Before the Interview

- Do your homework! Learn as much as you can about the company or college before the interview. Do research online and ask people who may work there.
- Know where you are going. Drive by the site of the interview a day or two before the interview. Arrive 5-15 min. early.
- Be prepared. Bring extra copies of your resume, references, a notepad with questions for the interview, and a pen.
- Dress for success. Hair should be neat. Fingernails must be clean with no flashy polish. Keep perfume, cologne, and aftershave to a minimum. No excessive jewelry or make-up. Clothes should be clean and pressed. Shoes must be polished.

PART II: The Start of the Interview (Beginning)

- Turn off and put away your cell phone before going in.
- Inform the receptionist that you have an interview, whom it is with, and the time of the interview.
- When you meet the interviewer, look straight into their eyes, shake hands firmly, introduce yourself, smile, be confident, and wait until you are offered a seat.
- Be positive in your communication. You are selling yourself!
- Let the interviewer lead the interview.
- Do NOT chew gum, curse, slouch, fidget with pens, rings or any other things within your reach.

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PART III: The Interview (Middle)

- Always face the interviewer with good posture and eye contact.
- Stay positive with your attitude and answers. Let the interviewer know about the skills, knowledge, and experience that make you a qualified candidate,
- Know your resume and employment application well. Be prepared to answer questions about them.
- Don't be a know it all. Express your willingness to learn.
- Be honest with all answers. Experienced interviewers can see right through "little white lies."
- Be thorough with your answers. Never answer with just a "yes" or "no." Always provide explanations or examples.
- If you don't understand the question, ask the interviewer to explain.
- Organize your thoughts before speaking. Feel free to think for a moment about tough questions. Silence is not a bad thing as long as it's not excessive.
- You should not be asked about your age, religion, race, ethnicity, or marital status.

PART IV: The Interview (End)

- Ask the job-related questions you prepared prior to the interview.
- You may be offered the job immediately. In that case, you should ask about specific salary and benefits. If you are told you will be contacted, ask how long it will be.
- Make sure the interviewer knows how best to contact you and that you are available for any additional information that may be needed.
- Thank the person for the interview and their interest in you as a potential employee or student. Shake hands firmly on the way out.

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PART V: The Follow Up

- Send the interviewer a thank-you letter soon after the interview.
- Follow-up by email or phone if you have not heard back by the time you were given in the interview.

Things to Remember

- Focus on your strengths, not your weaknesses.
- Draw attention to your positive attributes and talents, not negative such as poor attendance, being fired, etc.
- NEVER criticize former employers, co-workers, or school personnel.
- NEVER discuss personal issues, good or bad, which are irrelevant in an interview.
- Let the interviewer bring up salary or benefits. You may ask what kind of benefits are available during your questions at the end of the interview.

Reasons People Are Not Hired

- Poor personal appearance.
- Inability to communicate clearly. (Poor grammar and Voice)
- Lack of planning for a career. (No purpose or Goals)
- Lack of enthusiasm and confidence in the interview.
- Condemning past employers.
- Failure to look the interviewer in the eye.
- Late to the interview.
- Limp handshake.
- Does not thank the interviewer for their time.
- Does not ask any questions.
- Lack of knowledge about the business or the position.