

# Mock Interview Prompt

*For today's class, we will practice our interview skills by attempting a mock interview.*

## Materials:

- A job call/description for your partner to read over. Make sure this is the job for which you want to practice interviewing
- A resume
- Application letter (if possible)
- Five specific questions you would ask the prospective employer

## Directions:

- Exchange the job descriptions, resumes, and letters with your partner. Read each document twice.
- Once each partner has finished reading the job description, come up with a list of 5-8 questions you would ask an applicant. Use this list of questions for the mock interview.
- In partnerships, you should aim for a ten minute interview in which one partner takes on the persona of the interviewer and the other acts as the applicant.
- You will then switch personas.

## Strategies for Getting the Most from a Mock Interview:

- Treat the situation as seriously as you would an interview (including tone).
- As an interviewer, you should review the applicant's resume and try to tailor your questions around the applicant's credentials (one or two questions directly related to the resume's claims).
- As an interviewer, you should imagine some questions about the job itself.
- As the interviewer, you should take extensive notes on the applicant's responses.
- DO NOT let the applicant see the questions beforehand.

## Suggested themes for Questions:

- Investigate the personality of the applicant
- Strengths/weaknesses of the applicant
- Motivation for wanting the position and for working at the company
- Technical skills or specific abilities related to the position
- Successes/failures of the candidate

## Sample Interview Questions:

- Why do you feel you are qualified for this position?
- Tell me about yourself (your background, interests, etc.).
- How would you describe yourself?
- What qualifications do you have that will make you successful in the field?
- Why did you select Monroe Community College to attend?
- What college subjects did you like best/least? Why?
- Do you think your grades are a good indication of your academic achievements?

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- How much effort did you put into your course-work?
- Do you have plans for continued study? An advanced degree? Why?
- How has your college experience prepared you for a career?
- What have you learned from participation in extracurricular activities?
- What are your skills (leadership, organizational, interpersonal)?
- What is your supervisory and or management style?
- Have you had previous experience in supervising a staff or other individuals?
- Describe the relationship that should exist between a supervisor and an employee.
- Why did you choose the career for which you are preparing? How did you choose it?
- What are the most important rewards you expect in your career?
- In your present or last position, what aspects did you like the most/least?
- How would a previous employer, professor or friend describe you?
- What things are most important to you in your job?
- Why did you decide to seek a position with this firm?
- What do you know about our organization?
- How do you determine or evaluate success?
- What do you think it takes to be successful in an organization like ours?
- What contributions can you make to our organization?
- What do you consider to be your greatest strengths/weaknesses?
- What is your greatest accomplishment?
- What accomplishments have given you the most satisfaction? Why?
- What motivates you to put forth your greatest effort?
- How do you work under pressure?
- How do you handle criticism?
- Talk about a situation where you had to convince someone to see your point of view.
- Talk about a situation where you had to deal with someone who was being difficult.
- Tell me about a time where you had a major disagreement with an employer and how you handled the situation.
- If you and another co-worker are working together and you end up doing a majority of the tasks and getting half of the credit, how would you handle it? What would you do?
- As you view this position, what are some of the ways you would measure accountability?
- What are your long-range and short-range goals, personal and professional?
- What do you see yourself doing five/ten years from now?
- If you were hiring someone for this position, what qualities would you look for?
- What do you see as being your first goal if you take this position?
- What do you feel this position should pay?
- How would you compare us to our competitors?
- What questions do you have about this company, the position, or anything related?
- What do you do in your spare time (hobbies, interests)?
- What additional information can you tell me, that we haven't covered so far, that would make you the ideal candidate for this position?
- Why should we hire you?