**Mock Interview**

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Interviewer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interview Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Thank you so much for agreeing to mock interview our student so he or she can become better prepared to enter the job market. Following are some generic sample questions to ask. Also please draw from your expertise and ask any questions you feel would be beneficial.

**Sample Interview Questions**

• Tell me about yourself. • Why do you want a job?

• What are you passionate about? • What are your strengths?

• What do you find challenging? • What is one of your goals?

• Why should I hire you?

**Post Interview Evaluation** *(Place a check for yes; leave blank for no. Then return form to student.)*

 — **Preparedness & Body Language** —

[   ] Arrived on time [   ] Brought résumé and references

[   ] Wore professional attire [   ] Confident handshake

[   ] Effective eye contact [   ] Smiled periodically

[   ] Used hand gestures [   ] Good posture, calm, no fidgeting

 — **Voice Quality** —

[   ] Easy to hear [   ] Varied tone pitch

[   ] Pronounced words clearly [   ] Used words correctly

[   ] Only said “um” once [   ] Spoke with interest and enthusiasm

 — **Content** —

[   ] Answered each question [   ] Was willing to ask for clarification

[   ] Gave details when responding [   ] Asked thoughtful questions

[   ] Thanked you for your time

**Comments/Advice** *(continue on back if needed)*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***( Please give this form to the student at the end of your interview. )***