



**THE ANNUAL CAREER PREP DAY
MOCK INTERVIEW GUIDELINES
January 3, 2020**

Dear Mock Interviewer,

Thank you for volunteering for **The Annual Career Prep Day** mock interview workshop. This session will give students the opportunity to answer interview questions, develop interview strategies and learn how to better prepare for a job interview. By the end of the session, we want students to feel more confident about their interview skills. Please find following a list of sample interview questions and feedback prompts to help guide your conversation with the students. For the feedback session, please give both positive comments as well as constructive criticism.

Sample Interview Questions

1. Tell me about yourself.
2. What makes you unique compared to other candidates?
3. Describe your strengths.
4. What are some opportunities for improvement? Where can you grow your skill set?
5. Where do you see yourself in five years?
6. What are your career goals?

7. Tell me about a time when you were working on a project and your skill set was not an exact match? How did you handle that situation?
8. Tell me about a time when you disagreed with your supervisor or peer. How did you resolve the conflict?
9. What are you currently doing for professional development?
10. Describe your ideal work environment.
11. Tell me about a time when you had to work with someone who had a very different personality than you.
12. Give me an example of a time that you felt you went above and beyond the call of duty at work or at school
13. There are several candidates being considered for this position. Tell me why you should be considered above others?

Feedback

1. Did the student maintain eye contact?
2. How was their body language?
3. Did the student seem confident in their responses?
4. Did their responses seem genuine?
5. Did the student seem prepared for the mock interview?
6. How was their communication style overall?
7. Were they actively listening?
8. Ask the student if they have any specific follow up questions about the session.