

Mock Interviewing

Tips for Interviewees



Mock interviewing can be a great way to practice and polish your standard interview responses. Consider asking the following individuals to serve as a mock interviewer:

- Your mentor(s)
- Your City Year Impact Manager
- Your City Year Team Leader
- Your City Year site's L&D Coordinator, Manager, or Director
- A City Year Associate Board or Alumni Board member
- Friends/Family

Provide your interviewer with the *Mock Interviewing Guide_Interviewer* document.

Your interviewer will be looking for:

- Eye contact/posture
- Professionalism and formal demeanor
- Using general language and avoiding jargon
- Specificity - did you provide examples?
- Length of answers – sufficiently detailed, but not rambling
- Quality of questions you ask the interviewer

Prepare to discuss:

- Strengths
- Weaknesses
- Experience working with others

And remember the **STAR Framework** for responding to behavioral interview questions:

Situation	<i>Describe the situation or challenge you encountered.</i>
Task/Target	<i>What was your role, or what did you have to achieve to resolve the challenge?</i>
Action	<i>Describe the action you took. Be sure to keep the focus on you.</i>
Result	<i>What did you accomplish? What was the outcome? What did you learn?</i>

Common Behavioral Interview Questions

- ✓ What are your strengths?
- ✓ What motivates you?
- ✓ What is your biggest weakness or area of growth?
- ✓ How do you handle competing deadlines or pressures on your time?
- ✓ Tell me about a time you demonstrated leadership.
- ✓ Tell me about a time you were a team player.
- ✓ Tell me about a time you had an individual conflict.
- ✓ Tell me about a time you had a team conflict.
- ✓ Tell me about a time you came up with a creative solution to a problem.
- ✓ Tell me about a time when you achieved something you were proud of.
- ✓ Tell me about a time when you were dissatisfied with your own work.
- ✓ Tell me about someone who had a tremendous impact on your career.
- ✓ What steps would you take to make an important on-the-job decision?
- ✓ How would you handle a disagreement with your supervisor?
- ✓ How would you handle a situation where the priorities of your project changed just before a deadline?
- ✓ How would you handle a situation where your client or supervisor requests that you do something outside the scope of your responsibilities?
- ✓ How would you handle a situation in which the quality of work by a team member did not meet expectations?