

Mock Interviewing

Interviewer Guide



Before you start the interview, introduce yourself. Note that your interviewee is not interviewing for a specific role; rather, these are common questions that come up in interviews across sectors. Please feel free to manage your time and questions as you see fit. Feel free to give this sheet to your interviewee upon conclusion of the interview.

Things to look for:

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

Notes:

Feedback and Suggested Action Steps:

Suggested Questions

What has been your greatest job-related accomplishment to date?

Tell me about a work situation in which you had to work with others to achieve a common goal.

Tell me about a time when you came up with a new approach to a problem.

If you found yourself involved in a negative conversation about a peer, your work, or your boss, how would you handle it?

Describe a difficult time you have had dealing with an employee, customer or co-worker.

- Why was it difficult?
- How did you handle it?
- What was the outcome?

What specifically do you do to ensure that you give adequate attention to your various assigned responsibilities?

What are your long-term goals?

What would your last boss say about you?

What skills do you need to develop further?

If someone asked you for assistance with a matter that is outside the parameters of your job description, what would you do?

Do you have any questions for me?