Mock Interview Outline

I. Introduction: See if the student offers a greeting and keeps eye contact

II. Ask for copy of resume if available (It is possible that students will not bring them)

III. Ask each student 2-3 questions to keep the interview short. You can use sample questions found below or create your own.

    A. Two (2) Traditional Interview Questions
- Tell me about yourself.
- What are your major strengths/weaknesses?
- Why should I hire you over other candidates?
- What leadership roles have you had?
- Why are your grades low? Do they reflect your ability?
- What do you know about our organization?
- What qualifications do you have that make you feel you would be successful?
- What is not on your resume that you would like to tell me?
- What have you read recently?
- What school activities do you enjoy the most?
- What are your long-range/short-range goals? How do you plan to achieve them?
- What do you see yourself doing in five years from now?
- Why did you choose the career for which you are preparing?
- What would be your ideal job?

    B. Two (2) Behavioral Interview Questions
- Describe the best/worst team of which you have been a member.
- Tell me about a time when your course load was heaviest. How did you get all of your work done?
- Give me a specific example of a time when you sold someone on an idea of concept.
- Tell me about a time when you made a bad decision.
- Give me an example of a time when you had to work under pressure. Be specific.
- Give me an example of a major problem you have had and how you dealt with it.
- Give me an example of a mistake you have made. How did you overcome it?

IV. Interviewee Questions: Ask the student if they have one (1) question for you

USC Viterbi
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Mock Interview Evaluation Form

Student Name: _____

Evaluation Key:
NI: Needs Improvement (1 point)   G: Good (2 points)   E: Excellent (3 points)

*Evaluate the interviewee's performance for each category

	NI (1)	G (2)	E (3)	Additional Comments
Properly Greeted Interviewer: ❑ Greeted interviewer with a smile and direct eye contact. Introduced themselves.				
Effectively Responded to Questions: ❑ Responses were relevant to the question and specific examples were given.				
Effectively Concluded the Interview ❑ Interviewee asked pertinent questions that were well thought out				
Overall Performance ❑ Positive body language, direct eye contact, minimal use of non-words (i.e. um)				
Total				*Maximum points = 12*

Employer Overall Comments: