**Barabari Non-tech Volunteer Tasks**

From June 1st Onwards you’ll be conducting 1 interview per week lasting one hour with one student. You will have 5 students under your wing so this cycle will repeat after 5 weeks. This document will contain the structure of the interview format and the grading criteria for each interview.

| **Segment** | **Duration** | **Purpose** |
| --- | --- | --- |
| **1. Welcome & Monthly Work Review** | 5–10 minutes | The student must be able to recap their learning in the previous week and must be able to communicate what they have planned for the coming month |
| **2. LinkedIn Profile Review** | 5–10 minutes | Ensure the student’s LinkedIn reflects their current skills and experience; identify quick fixes |
| **3. Mock HR Interview** | 10–15 minutes | Simulate a real HR screening with questions on background, goals, and cultural fit [List of monthly questions below] |
| **4. Feedback & Next Steps** | 20 minutes | Deliver constructive feedback on students communication, answers,confidence, English fluency and define 1–2 concrete action items for the coming month |

**Grading criteria**  
  
After each of the interviews you score and provide feedback on the students performance on each of the individual sections

You will grade the students on each section of the interview

1. Linkedin profile review.[0-5]

2. Mock HR Interview.[0-5]

3. Understanding and clarifying feedback .[0-5]

These numbers along with some subjective feedback will allow the students to improve their abilities before the next interview.

**Monthly Questions list**

| **Month** | **Sample HR Interview Questions** |
| --- | --- |
| **1** | 1. Tell me about yourself and what drew you to this field. |
|  | 2. What are your top three strengths, and how have you demonstrated them recently? |
|  | 3. What’s one area you’re actively working to improve? |
|  | 4. How do you prioritize tasks when you have multiple deadlines? |
| **2** | 1. Describe a challenge you faced (in work or school) and how you overcame it. |
|  | 2. Give an example of a time you received tough feedback. How did you respond? |
|  | 3. Tell me about a conflict with a teammate. What steps did you take to resolve it? |
|  | 4. Have you ever had to learn something new on the fly? Walk me through your approach. |
| **3** | 1. Why do you want to work with our organization, and what do you know about our culture? |
|  | 2. Where do you see yourself in the next 3–5 years, and how does this role fit into that plan? |
|  | 3. How do you handle high-pressure or stressful situations? |
|  | 4. Why should we hire you over other candidates? |