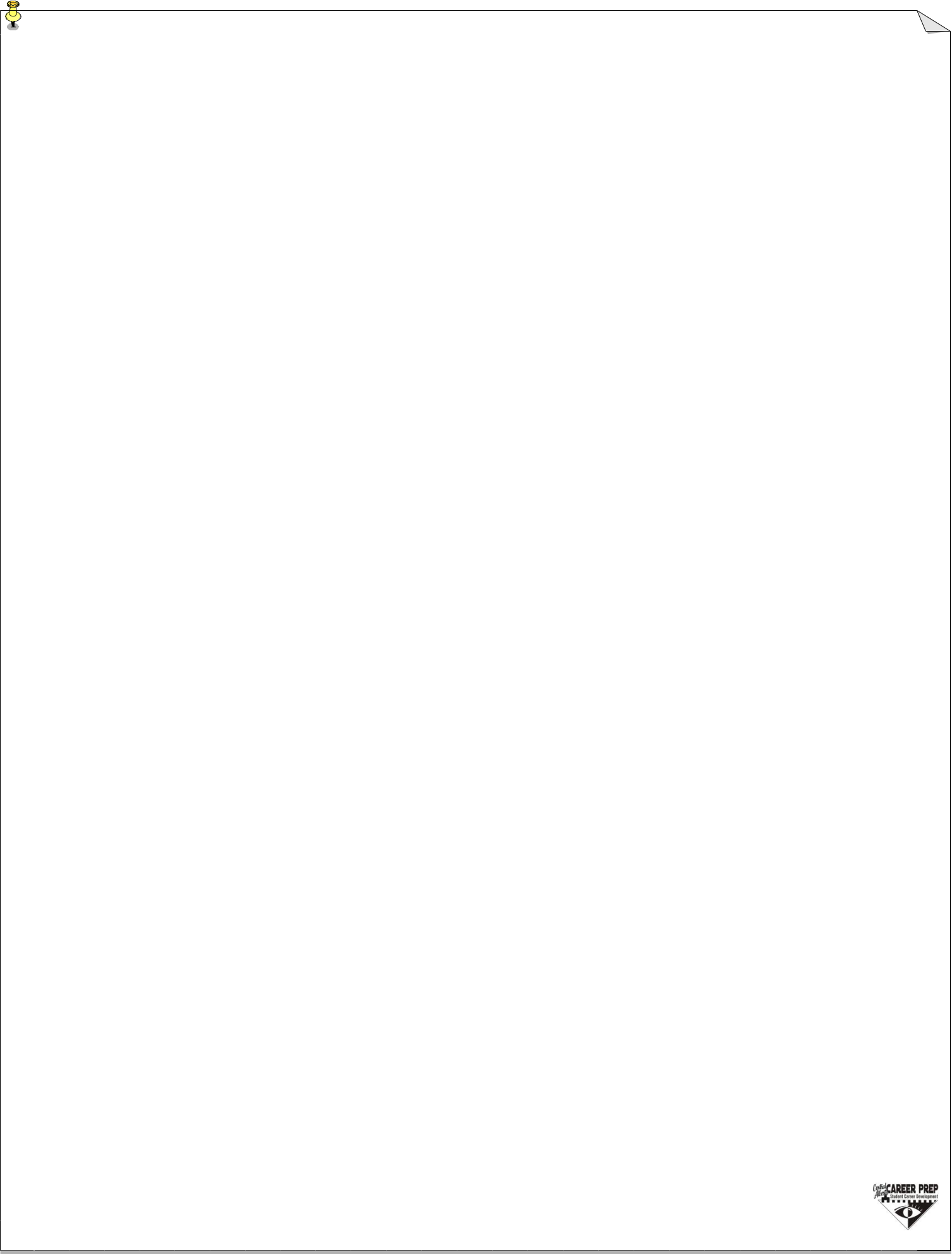
**MOCK INTERVIEW SUMMARY SHEET (QUIZ)**

Name of position interviewing for: Scrum Master

Name of business or organization: TechAbout (a software organization)

Three things I would like to tell the interviewer about myself are:

1. I am passionate about my work and stays motivated for it.
2. I do not move on until every member of my team is on the same page, so patience helps me the most.
3. I am always eager to do my job on time without delaying it on purpose.

I am interested in this position because:

I have the skills required for this position as well as I have been the part of some top-notch software companies. So now I am willing to work in this organization so that I could be used as a helping tool.

Skills I have that are needed for this position are:

1. Facilitate meetings (daily scrum, sprint planning, sprint demo, and retrospective)
2. Shielding the team (shielding the team from outside distractions and interferences)
3. Technical familiarity (working with the product owner)

Examples from school, volunteering, extracurricular activities, or work that prove the skills listed above are:

1. I have managed the daily meetings in every project that I have worked on as a scrum master. You can check the details in my resume.
2. Some uninvited guests cause a disturbance so I have always protected my team from such distractions by dealing with those trespassers myself.
3. Three months ago, an LMS (learning management system) software was launched by the company ATechB, where I was the scrum master of the leading team.

The greatest strength I offer is: My leadership, that how I lead my team.

An area of weakness I have is: whenever things are told at short notice, so sometimes it becomes difficult to manage.

Three duties, tasks, or activities I might perform in this position would be:

1. Helping my team in every possible way, making them understand their task.
2. Encouraging the team members by giving them feedback as soon as possible in every scrum meeting.
3. To create practical, reliable, and useful plans for software development projects.

An example of a time when I contributed to a team effort:

Activity that required a team effort: A time when I did not have enough designers for a project.

My role on the team / what I did and how it helped: Although I was a scrum master yet I participated as a designer because I have been once a designer too, in developing the user interface of POS (point of sale) system. This is how I helped my team in achieving the task on time.

An example of a time when I resolved a conflict with another individual:

Type of conflict: Too many tasks given/Burden on a team member

My role in resolving the conflict: So, the scrum cycle believes in promoting self-organization and management which gives ownership and responsibility to each of the members. When a member was unable to perform all of his tasks assigned so I rescheduled his piece of work to avoid the conflict that was arising.

Two things I know about the company or organization are:

1. I know for a fact that this organization helps its employees in becoming the best of themselves by enhancing their skills.
2. The success rate of developing the software projects has been so much better that many influential clients engage with this organization.

Two of my long-range plans for the future include:

1. I plan to become a Certified Team Coach (CTC) after I have gained much experience as a Scrum master.
2. I hope to provide my services to this organization as long as I can with dedication and hard work.

I am the ideal person for this position because:

Firstly, I have all that this job requires. Along with that, I am a friendly person with good communication skills. Even I can resolve the issues just by having a discussion. I can also persuade the clients to work with my team. Lastly, with all the experience I have, I can become a significant asset to this organization.

Questions I have to ask the interviewer are:

1. I have heard that there are three main principles of this organization. What are those? (let the interviewer reply). If you could remove one of those which one, that would be?
2. How long have you been here? (if he is an old employee then ask). Are the responsibilities here have changed with time?
3. What do you like the most working here?