



Mock Interview

You will participate in a mock interview. During the interview, the professor will play the role of the interviewer and you will play the role of the job candidate. As the candidate, your goal is to communicate your professional image and ideas clearly and effectively using the strategies and tips learned in class.

Requirements

- Interview time will be 5-7 minutes.
- Be prepared to answer any of the interview questions in this document.
- You will be asked 5 questions from each of the following areas:
 - General Information
 - Education
 - Experience
 - Character
 - Future Goals
- You will be asked follow-up questions based on your answers.
- You MUST bring a printed copy of your final draft resume.

Tips

- Practice with a friend or record yourself.
- Be aware of your body language.
- Use appropriate language.
- Connect your skills and accomplishments to the job.
- Give substantive and thorough answers.
- Don't memorize your answers verbatim.
- Relax and be yourself!

Grading

Your performance will be graded on the following criteria:

1. Professionalism
 - Confidence and professional attitude
 - Non-verbal communication
 - Using professional language
2. Communication Skills
 - Pronunciation and intonation
 - Language clarity and preciseness
3. Content
 - Sharing engaging, detailed answers
 - Providing unique, thoughtful responses
 - Using a variety of detail types to communicate your ideas

Rubric for Mock Job Interview (50 points)

Criteria	Exceptional (80-80%+) 8 or 8+/24 or 24+	Excellent (70%) 7/21	Good (60%) 6/18	Fair (50%) 5/15	Poor (40%) 4/12	Fail (<40%) <4/<12
Delivery Skills (10)	Oral delivery, use of vocabulary and grammar, engagement with interviewer, and confidence exceed expectations.	Oral delivery, and use of vocabulary and grammar are generally accurate. Mistakes do not impede understanding. Engagement with interviewer and confidence are excellent.	Oral delivery and use of vocabulary and grammar have some errors that may or may not affect understanding. Engagement with interviewer and confidence is good but limited.	Oral delivery and use of vocabulary and grammar have errors that affect understanding. Engagement with interviewer and confidence is very limited.	Use of vocabulary and grammar have numerous errors that make understanding difficult or impossible. No engagement with interviewer and/or has no confidence.	Does not speak for the duration of the interview and/or does not do interview.
Professional Communication (10)	Use of positive, helpful, and relevant language in creative ways to develop a highly tailored professional image exceeds expectations. Uses strategies in clever ways to distinguish self. Communicates professional image through non-verbal and verbal means.	Uses positive, helpful, and relevant language well to develop a professional image that demonstrates their capabilities and identity. Chooses effective strategies for responding to questions. Communicates a professional image through non-verbal and verbal means.	Has some positive, helpful, and relevant language into responses based on type of question and content to develop a professional image. May stumble or choose some ineffective strategies. Only sometimes communicates professional image through non-verbal/verbal means.	Occasionally uses positive, helpful, and relevant language in responses to develop a general professional self. Occasionally, communicates professional image through non-verbal and verbal means.	Does not use any strategies in their responses and/or does not use positive, helpful, or relevant language. Does not exhibit professionalism through non-verbal or verbal means.	Does not communicate with interviewer or does not do interview.
Content (30)	Responses exceed expectations in thoroughness, relevance, clarity, and perspective. Provides unique, creative, and highly substantive and highly tailored answers.	Responses focused and interesting. Gives a clear topic and provides thorough and ample detail. Provides insights targeted to the role and individual in a thoughtful way. Language is efficient and descriptive, distinguishing the individual well.	Responses have a focused topic that include most required information. General details are somewhat useful for understanding topic. Responses provide personalized and somewhat distinguishing insights and information.	Responses often drift. Some information may be missing, or general details detract from understanding. Responses only occasionally provide personalized insights and information.	Details are minimal or overly general. Topic lacks focus. Responses are generic or lacking any detail. Responses do not distinguish the student well.	Has no content or does not do interview.

Interview Questions – You will be asked one question from each category. You will also be asked follow-up questions based on your initial answers to the questions below.

General Information

- Can you please tell me a little about yourself?

Education

- What was the most difficult subject in your degree?
- What was the most important thing you learned through your degree?
- How has your education prepared you for this job?
- What was the most difficult module/class of your degree?

Experience

- What was the most important skill you learned in your major or previous job?
- Describe a difficult work situation and how you overcame it.
- Can you give me an example of a (project) that required attention to detail? What were some of the challenges you had? How did you overcome them?

Character

- What are your greatest strengths?
- What are your weaknesses?
- What is something that you have achieved that you are proud of?

Future Goals

- What are your career goals and what are you doing to reach them?
- Where do you want to be 10 years from now?
- Where do you want to be 5 years from now?
- What are your short-term goals?

Mystery Question

- ??????