**COPD03: Interview Lab Feedback Form for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructions:**

**Step 1** - In groups of 3, you will each take on a role (interviewee, interviewer, or observer) and will either ask, answer, or listen/provide feedback for the interviewee’s answer.

*Interviewee:* Answers question

*Interviewer:* Asks question

*Observer:* Responsible for providing feedback (positive & constructive). Feedback will be recorded on the interviewee’s Interview Lab Feedback Form (this sheet!)

**Step 2** - Everyone should have a chance to be the interviewee, interviewer, or observer. After one question is answered, switch roles. Continue until everyone has answered the question, asked the question, and provided feedback.

**Step 3** - Move on to the next question, and continue to switch roles, repeating step 2 until all questions have been addressed and feedback has been provided.

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| **Sample Questions** | What to Say |
| **Question 1: Tell me about yourself.**  **P**  **E**  **C**  What are things the student did well (strong points)?  What’s something they can work on? How do you suggest they improve this answer (areas for improvement)? | ***(Reflective question about YOU)***  This is a typical introductory question and the start of your story. Present a 2-3 minute synopsis of why they should hire you (education, experience, interest, skills and relate back to role)  Additional Note:  Thank interviewer for their time and reiterate your enthusiasm for the position/company/industry  **Check all that apply:**  Verbal/ Content  □ Intro (name/program & stream/year/UofT Co-op)  □ Concise focused answers  □ Comprehends question  □ Illustrates strengths with examples  □ Articulates skills that relate to the position  □ Demonstrates research/knowledge of company  □ Concluded/recapped answer  Non-Verbal  □ Appropriate body language  (eye contact, no distracting mannerisms)  □ Enthusiasm/interest  □ Voice/volume/tone appropriate  □ Portrays confidence |
| **Question 2: What skills/strengths do you bring to this position?**  **P**  **E**  **C**  What are things the student did well (strong points)?  What’s something they can work on? How do you suggest they improve this answer (areas for improvement)? | ***(Reflective question about your SKILLS, KNOWLEDGE and EXPERIENCE)***  **Question behind the question:** Company research  Match your accomplishments & skills to the organization / industry requirements, structure answer using Point Example Conclusion (PEC) formula  **Check all that apply:**  Verbal/ Content  □ Concise focused answers  □ Comprehends question  □ Illustrates strengths with examples  □ Articulates skills that relate to the position  □ **Demonstrates research/knowledge of company**  □ Concluded/recapped answer  Non-Verbal  □ Appropriate body language  (eye contact, no distracting mannerisms)  □ Enthusiasm/interest  □ Voice/volume/tone appropriate  □ Portrays confidence |
| **Question 3: What is one thing you would change about yourself?**  **P**  **E**  **C**  What are things the student did well (strong points)?  What’s something they can work on? How do you suggest they improve this answer (areas for improvement)? | ***(Reflective question about YOU)***  **Negative or weakness question**  Discuss your career plans. If position is not your long term career goal, explain how this position fits within the career path you envision for yourself  Additional Note:  □ Maintains positivity  **Check all that apply:**  Verbal/ Content  □ Concise focused answers  □ Comprehends question  □ Illustrates strengths with examples  □ Articulates skills that relate to the position  □ Demonstrates research/knowledge of company  □ Concluded/recapped answer  Non-Verbal  □ Appropriate body language  (eye contact, no distracting mannerisms)  □ Enthusiasm/interest  □ Voice/volume/tone appropriate  □ Portrays confidence |
| **Question 4: Tell me about an experience managing multiple priorities and meeting deadlines.**  **S**  **T**  **A**  **R**  **R**  What are things the student did well (strong points)?  What’s something they can work on? How do you suggest they improve this answer (areas for improvement)? | ***(Reflective question about your SKILLS, KNOWLEDGE and EXPERIENCE)***  Give concrete examples of the skills, using the **STARR formula** (Describe a **Situation** you encountered, the **Task** that needed to be done, the **Action** you took, and the (positive) **Result** or success you produced. Be concise, specific and quantify if you can (served **200** customers, handled **$5000** in cash) **Relevance** discuss how you are going to use skill if selected for position  **Check all that apply:**  Verbal/ Content  □ Concise focused answers  □ Comprehends question  □ Illustrates strengths with examples  □ Articulates skills that relate to the position  □ Demonstrates research/knowledge of company  □ Concluded/recapped answer  Non-Verbal  □ Appropriate body language  (eye contact, no distracting mannerisms)  □ Enthusiasm/interest  □ Voice/volume/tone appropriate  □ Portrays confidence |
| **Question 5: If you woke up and had 2,000 unread emails and could only answer 300 of them, how would you choose which ones to answer?**  **P**  **E**  **C**  What are things the student did well (strong points)?  What’s something they can work on? How do you suggest they improve this answer (areas for improvement)? | **Creative/ Unusual questions**  Most unusual interview questions do not have right or wrong answers. These interview questions provide the candidate with the opportunity to demonstrate quick thinking, poise, creativity, and even a sense of humour. |
| **Question 6: Can you tell me about a time when you have worked on a team project? What was your contribution to the team?**  **S**  **T**  **A**  **R**  **R**  What are things the student did well (strong points)?  What’s something they can work on? How do you suggest they improve this answer (areas for improvement)? | ***Behavioral Question***  Note teamwork is a core value for many organizations – market yourself on this. Discuss your role in the team and your contribution to a positive result. Market your interpersonal, negotiation, conflict management skills, using the STARR formula- remember to relate back to the role.  **Check all that apply:**  Verbal/ Content  □ Concise focused answers  □ Comprehends question  □ Illustrates strengths with examples  □ Articulates skills that relate to the position  □ Demonstrates research/knowledge of company  □ Concluded/recapped answer  Non-Verbal  □ Appropriate body language  (eye contact, no distracting mannerisms)  □ Enthusiasm/interest  □ Voice/volume/tone appropriate  □ Portrays confidence |