**Group Mock Interview Instructions + Questions**

**Instructions:**

1. **Turn on your Mics and Cameras for this exercise.**
2. **ROLES -** Assign each team member to the following roles:
   * 1 interviewer
   * 1 observer
   * The remaining members will be Interview Candidates
   * Be professional at all times and roleplay according to your roles assigned to mimic a real interview for a job from start to end.

**INTERVIEWERS**

* + **Ask ALL the following questions to ALL candidates (11 questions):**
    - What is Conditional Formatting? How can it be used?
    - What is the default value of the last parameter of VLOOKUP?
    - How to find duplicates in a column?
    - What's a pivot table and how's it used?
    - While working in Excel, how can you clear all the formatting without removing cell content?
    - Explain Data Cleaning in brief.
    - What is the difference between Data Processing and Data Mining?
    - Can you explain what a data analyst does?
    - Which step of a Data Analysis project do you like the most?
    - Why is Python used for Data Cleaning in DS?
    - What are the popular libraries used in Data Science?
  + Make note of all the non-verbal cues that each candidate demonstrates, including body language, vocal tone, and facial expressions
  + Note the quality of responses to each question asked
  + After asking all questions to each of the candidates, provide feedback for each candidate
    - Start with POSITIVE FEEDBACK first
    - Provide constructive feedback (focus on the behavior and response, not the person)
    - End on a positive note

1. **CANDIDATES**
   * Respond to all questions asked by the interviewer
   * You will receive feedback on your responses and overall interview performance
   * **TAKE NOTES!** Make note of all the positive and constructive feedback from the interviewer and observer and reflect on this feedback later. This is how you consistently improve upon the quality of your responses.
2. **OBSERVER**
   * During the interview process, observe all behavior demonstrated by the candidates.
   * Make note of all the non-verbal cues that each candidate demonstrates, including body language, vocal tone, and facial expressions
   * Note the quality of responses to each question asked
   * After asking all questions to each of the candidates, **provide feedback for each candidate**
     + Start with POSITIVE FEEDBACK first
     + Provide constructive feedback (focus on the behavior and response, not the person)
     + End on a positive note
3. **SWITCH ROLES** - once complete, the Interview and Observer now become the interview candidates.
   * Select one person to be the interviewer and another to be an observer.
   * Repeat until everyone in the group has had a chance to be an interviewer and observer at least once
   * We encourage you to play the role of interview candidate multiple times. It helps you further practice your interview skills!  
       
     **DO NOT repeat any Technical questions that have previously been asked.**