

Being able to conduct yourself during an interview, whether for college entrance or employment, is an essential communication skill. With this assignment, you will prepare to both interview a classmate and be interviewed by a classmate.

Mrs. Sone will assign you a classmate to interview. Using the sample questions on the following pages, create a brief **script** for how you will conduct the interview. You will decide if you are interviewing the candidate for a job or for college entrance/scholarship. Prepare to ask five questions after the introductions. Meanwhile, a classmate will be preparing to interview you. This will be a different person than you will interview (keeping us all on our toes 😊). Once partners are assigned, you should let your interviewee know if you are conducting a job interview (and what type of job) or a college/scholarship interview.

Everyone should read over the suggested questions to prepare to be interviewed.

Interviews will take place in front of your class members.

Some helpful hints: When interviewing, always begin by introducing yourself and looking your counterpart in the eye. Greet him or her with a firm handshake and a smile. The interviewer should invite the interviewee to sit down. Be mindful of your posture as you go through the interview process. At the completion of the interview, the interviewer should indicate that the interview is over by thanking the candidate for his or her time and interest in the job/college. The interviewee should offer thanks and a parting handshake.

Points available

Your script as the Interviewer: _____/ 15

Your performance as the Interviewee: _____/30

MOCK INTERVIEW SCORING RUBRIC

Name _____

				<i>Comments</i>
Competency	Needs Work 1pt	Better 3pts	You're Hired 5pts	
First Impressions	Shows up for the interview, does not shake hands, and/or chews gum; does not bring a copy of resume	Shows up for the interview with a copy of the resume in hand. Shake hands, not optimal posture	Shows up for the interview with a copy of the resume in hand. Shake hands, smiles, composed body language	
Interview Skills/ Techniques	Looks at the floor or ceiling when speaking. Grammar and language are not appropriate. Say "um" or "and" too many times. Speak too fast or too slow.	Adequate eye contact with your partner. Language and grammar are adequate. Say "um" or "and" a few times, but not enough to disrupt the interview. Speak a little too fast or too slow	Excellent eye contact with partner without staring. Language and grammar is appropriate. Do not use "um" or "and". Speak at the right speed.	
Personal Attributes	Overbearing, overaggressive, egotistical; or shy, reserved, and/or overly nervous	Somewhat nervous, some lapses in eye contact; speaks too loudly or softly,	Confident and poised during interview; right volume used, humor, correct grammar	
General Attitude	Lack of interest and enthusiasm passive and indifferent; or overly enthusiastic	Seems interested but could be better prepared or informed on certain topics	Interested and enthusiastic about the interview	
Self-Promoting	Answers questions in generalities with no reference to personal strengths, skills and abilities.	Answers a few questions with some reference to personal strengths, skills and abilities	Answers questions with reference to strengths, skills and abilities and how these will contribute to the position	
Responses	Answers with "yes" or "no" and fails to elaborate or explain;	Gives well-constructed responses, but sounds rehearsed or unsure	Gives well-constructed, confident responses that are genuine and give specific examples.	
Score—30 pts possible				

Mock College Interview Questions

- 1) What are the most recent books you have read outside of class?
- 2) What is your favorite all time book? Why?
- 3) What is your favorite subject? Why?
- 4) What are some of your most important accomplishments? Why are they important?
- 5) Are you laid back or high strung? When you get up do you jump out of bed or need some caffeine?
- 6) How do you spend your free time?
- 7) Have you ever been away from home for a long time?
- 8) Have you ever been in a leadership role? How did you carry out your responsibilities?
- 9) How has your environment –school, family, where you live influenced your way of thinking?
- 10) How are you unique?
- 11) In what way are you like your parents? In what way are you different?
- 12) What trait is your most important?
- 13) If you could read the evaluation that your teacher wrote for you, what would it say?
- 14) Are your test scores a reflection of your true ability?
- 15) What has been your most satisfying contribution to your school?
- 16) How would you describe your 2 or 3 best friends?
- 17) Do you have any anxieties about going to college?
- 18) What adjectives would you use to describe yourself?
- 19) What have you done in the last 6 months to help another person?
- 20) Do you have any heroes, real or fictional?
- 21) DO YOU HAVE ANY QUESTIONS?

Job Interview Questions

- 1) Tell me about yourself.
- 2) What is your greatest weakness?
- 3) What is your greatest strength?
- 4) How will your greatest strength help you perform?
- 5) How do you handle failure?
- 6) How do you handle success?
- 7) Do you consider yourself successful? Why?
- 8) Are you lucky?
- 9) Are you nice?
- 10) How would you describe yourself?
- 11) Describe a typical work week.
- 12) Describe your work style.
- 13) Do you work well with other people?
- 14) Do you take work home with you?
- 15) How are you different from the competition?
- 16) How do you view yourself? Who do you compare yourself to?
- 17) What motivates you?
- 18) What are you passionate about?
- 19) What are your hobbies?
- 20) What are your pet peeves?
- 21) What do people most often criticize about you?
- 22) How are you qualified for this job?
- 23) Describe how you handle conflict with another employee.