

Mock Interview Event ~ OSU Ch2M Alumni Center

Purpose:

To provide all 11th Graders with a least one realistic practice interview. This is part of the Oregon Department of Education Career Related Learning Standards for all students in the 11th grade.

Interview Process

NO LONGER THAN 10 MINUTES MAX per student please!

- **Start:** When ready for a student, stand and signal the coordinator.
- **Intro:** Remain standing for introductions with student. Invite student to be seated and ask for student's resume.
- **Resume:** Ask student to complete the header portion of the student evaluation form while you review the student's resume.
- **Interview:** Ask approximately 4 or 5 questions from interview questions. Minimum 2 per section.
- **Debrief:** Notify student when interview segment is complete and begin to debrief. Try to be as candid as possible in your feedback to the student. This is their risk-free opportunity for honest assessment. Use the last few minutes to get to know them and share a little about you.
- **Wrap-up:** Thank and dismiss the student. Complete the student evaluation form and keep it with their resume and place the paperwork at the edge of your table. Runners will come collect the information.
- **When ready for next student, start process again! (Take breaks as needed)**

Interview Questions AT LEAST 2 PER SECTION!

TRADITIONAL QUESTIONS

Tell me about yourself. What is a strength and then a weakness you are working on improving?

What extracurricular activities, clubs or hobbies do you enjoy most?

What special talents or skills do you bring to your school or your workplace if you work or volunteer?

What are your career goals? What have you done so far to help you reach those goals?

What are the characteristics of "your perfect job"?

BEHAVIORAL QUESTIONS

Describe a recent conflict you've had with someone and how you resolved it.

What three words would you use to describe yourself and why?

What would you consider your greatest accomplishment? Worst failure? Why?

What would your last employer/teacher/counselor tell me about you, if they were here?

Describe a really successful event you were a part of and how you contributed to that success.

Mock Interview Event - Student Evaluation
Benton County High School Career Convention
February 19, 2019

Student Name: _____

Student High School: _____

Graduation Year: _____

Advisor at School: _____

	Low				High
1) Body Language					
Friendly, professional demeanor	1	2	3	4	5
Firm handshake	1	2	3	4	5
Good Posture	1	2	3	4	5
Eye contact	1	2	3	4	5
2) Verbal Communication					
Answered questions thoroughly	1	2	3	4	5
Balanced the talking: not too much	1	2	3	4	5
Was able to think quickly (no uh's)	1	2	3	4	5
Keep slang out of the conversation	1	2	3	4	5
3) Appearance					
Dressed in business attire	1	2	3	4	5
Wore tasteful jewelry/accessories	1	2	3	4	5
Was well groomed (hair/makeup/cologne)	1	2	3	4	5
4) Resume					
Organization of information	1	2	3	4	5
Detailed with adequate information	1	2	3	4	5

5) Additional Comments:

Interviewer Name (print): _____

Interviewer Signature: _____