



# Advising & Career Services

College Services Building 106

[www.btc.ctc.edu/Advising](http://www.btc.ctc.edu/Advising) [advising@btc.ctc.edu](mailto:advising@btc.ctc.edu) 360-752-8345

## Mock Interview

Interviewee: \_\_\_\_\_ Interviewer: \_\_\_\_\_ Date: \_\_\_\_\_

| Category   | Score 5 High – 1 Low | Comments |
|--|----------------------|----------|
| <b>Resume (Written)</b>  |                      |          |
| <ul style="list-style-type: none"> <li>• Visual Appeal/Readability</li> <li>• Grammatically Correct</li> <li>• Relevance of Content and Transferable Skills</li> </ul>   | 5 4 3 2 1            |          |
| <b>Personal Presentation (Non-Verbal)</b>  |                      |          |
| <ul style="list-style-type: none"> <li>• Punctuality</li> <li>• Attire/Jewelry Appropriate for Position</li> <li>• Posture</li> <li>• Eye Contact</li> <li>• Fragrance Free</li> <li>• Hand Shake</li> <li>• Facial Expressions</li> </ul>       | 5 4 3 2 1            |          |
| <b>Skills Presentation (Verbal Part 1)</b>   |                      |          |
| <ul style="list-style-type: none"> <li>• Clarity/Brevity of Answers</li> <li>• Presentation of Skills</li> <li>• Knowledge of Position &amp; Company</li> <li>• Honesty/Integrity of Answers</li> <li>• Reference to Skills on Resume</li> </ul> | 5 4 3 2 1            |          |
| <b>Delivery and Language (Verbal Part 2)</b>   |                      |          |
| <ul style="list-style-type: none"> <li>• Pronunciation/Enunciation</li> <li>• Use of Professional Language</li> <li>• Absence of Distracting Phrases/Mannerisms (Um, like, tapping, etc.)</li> </ul>   | 5 4 3 2 1            |          |
| <b>Character and Leadership</b>  |                      |          |
| <ul style="list-style-type: none"> <li>• Confident</li> <li>• Motivated</li> <li>• Enthusiastic</li> <li>• Team-oriented</li> <li>• Problem Solver</li> <li>• Professionalism</li> </ul>   | 5 4 3 2 1            |          |
| <b>Closing</b>   |                      |          |
| <ul style="list-style-type: none"> <li>• Quality Questions for Employer</li> <li>• Salutations and Thanks</li> </ul>   | 5 4 3 2 1            |          |

Fit For Hire? Yes \_\_\_\_\_ Probably \_\_\_\_\_ Maybe \_\_\_\_\_ No \_\_\_\_\_ **Total Score: \_\_\_\_\_ /30**

|                            |  |
|----------------------------|--|
| <b>Additional Comments</b> |  |
|----------------------------|--|



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### **Common Interviewing Questions**

1. Tell me about yourself.
2. Why did you apply for this position?
3. Tell me how you feel you meet the qualifications of this position.
4. Do you plan to continue your education?
5. Describe your work and educational history?
6. Why did you leave your last job?
7. What are your career goals? Where do you see yourself in 5-10 years?
8. Why should we hire you?
9. What are your greatest strengths? Weakness or area for improvement? Why?
10. If you had to describe yourself in one word, what would it be? Why?
11. What is your biggest accomplishment or satisfaction? Why?
12. What is your greatest challenge or problem you have faced? And Why?
13. Do you prefer working with others or by yourself? Why?
14. When working in a team environment, what role do you prefer to take? Why?
15. How do you react to criticism?
16. What do you look for in a supervisor?
17. What is your ideal work environment?
18. What contributions do you see yourself making to this company?
19. What do you think it takes to be successful in this job?
20. What are your salary expectations?
21. What would I be told if I were to contact a previous supervisor or instructor?
22. How do you solve problems?
23. Have you ever done any training or supervising? Please explain.
24. How would other people describe you?
25. What would your priorities be if we hired you?

### **Behavioral or Situational Questions**

1. Tell me about a time you have dealt with a difficult co-worker.
2. Provide an example when you had to make a quick decision.
3. Tell me about a time when you were in a team and there was a conflict.
4. Describe a time when you were under a lot of stress.
5. Tell me about a time when you failed or failed to reach a goal.
6. Give an example of a time you used communication to solve a problem
7. Describe a time when you used leadership skills.
8. Tell me about a time when you used good logic and critical thinking to solve a problem.
9. Provide an example of a time when you went above and beyond to get a job done.
10. Give an example of a recent time you set your sights too high or too low.
11. Have you ever dealt with company policy you weren't in agreement with? How?
12. When working on a team, what role do you usually take? Why?
13. What process do you use to establish priorities? Be specific.
14. Give me a time when one of your suggestions was put into practice by your supervisor.
15. Tell me a time when you had to implement change in your area of responsibility. What did you do to get them underway?
16. What ways have you found to make your job easier or more rewarding?
17. What did you do in your last job in order to be effective with your organization and planning? Be specific.