

## **Mock Interviewing Guide - Volunteers**

A key take away for the students is that every interviewer has their own interview style. Interviewers should do their home work prior to an interview using the suggestions below.

### **Main Talking Points**

- Introduce yourself; who you work for, what you do
- Mention that this is a mock interview, an effort to practice interviewing skills in a non-competitive setting
- Provide student with feedback following the interview
- Ask the student if he/she has any questions

### **Typical Interview Questions**

#### **Goals / Commitment**

- Tell me about your career and educational goals.
- In a project you have worked on, how did you establish challenging specific goals, define standards and establish priorities?
- How have you felt when a personal sacrifice was required in order to complete a task? Give an example.
- Has one of your strengths helped you to accomplish a difficult task?
- Describe your relationship with your friends/teammates/coworkers.
- How would your peers describe you?

#### **Quality**

- Give an example of a time when you had to make an important decision without much warning?
- Tell me a time when you sorted through a lot of information and determined which facts were relevant. How did you do this?
- How would you feel if an employer saw your Facebook page?

#### **Skills**

- What is your favorite subject in school? Why?
- What is your biggest strength? Weakness?
- Tell me about your work/volunteering experience.
- How would you rate the quality of your work? Why do you rate it as such?
- Describe a situation in which you had full responsibility for a project. How did you handle it?
- In a situation where someone criticized your actions, how did you respond?
- Describe a situation in which you solved a significant problem. What steps did you take?

#### **Ability/Potential**

- What is one of your biggest accomplishments in your education or in a past job you've held?
- How do you spend your free time?
- Describe the characteristics of a good leader.
- Give an example of an environment where constant unanticipated events kept coming up? How did you deal with it?
- Give an example of a time when you used facts and reason to persuade another person to take action. What was the end result?