

MOCK INTERVIEW OUTLINE & EVALUATION...

You will form a group of 3 where you will rotate through the roles of interviewer, interviewee and observer (you'll do this role 2X if you require a group of 4) and then complete the following steps...

- Decide the order of roles for everyone in your group so everyone does each role once
- As the Interviewee, make sure everyone in your group knows the Co-op job you are applying for
- Everyone needs to come up with two additional questions that you won't share with the others in your group and that you will ask as the Interviewer
- Each Interviewer will ask the 7 questions below as well as the 2 'surprise' questions that they've prepared.
- **Each interview must include: entry, greet, interview, conclusion & exit**
- The Observer will provide feedback by completing the evaluation form (below) that they will complete thoroughly during the interview (*there are 2 forms in case your group needs to have 4 members*)
- At the conclusion of each interview, your group should discuss how the interview went. (What went well? What should be improved upon?) Observers should provide meaningful and helpful feedback. **Take your time with this step.**
- At the conclusion of all the interviews, share your evaluations with the interviewees. Keep your evaluations in order to help you further prepare for your Co-op interview

1. Why did you enroll in the Co-op program?
2. Describe a time when you had to work in a team environment. What did you learn about yourself from the experience?
3. What skills and qualities would you bring to this job?
4. Tell me about a time when you had to handle more than 1 task at a time.
5. What makes you think this type of work is for you?
6. What school subjects do you dislike and why?
7. Why should we hire you?

Also – 'Do you have any questions for me?' (the Interviewee should have at least 2 questions to ask)

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<p>Your name: _____</p> <p>Observer's name: _____</p> <p>Appearance (neat, tidy, appropriate clothing, no hat) /2</p> <p>Greeting (polite, professional, smile, firm handshake) /2</p> <p>Body language & attitude (posture, confident, tone, eye contact, enthusiasm) /4</p> <p>Responses to questions (thorough, honest, appropriate, clear, handled well) /10</p> <p>Quality of interviewee's questions? (two, insightful) /2</p> <p>Exit (polite, appropriate, handshake, thank-you) /2</p> <p>Comments: /22 total</p> <p>Would you hire this person? Yes No</p> <p>Why or why not?</p>	<p>Your name: _____</p> <p>Observer's name: _____</p> <p>Appearance (neat, tidy, appropriate clothing, no hat) /2</p> <p>Greeting (polite, professional, smile, firm handshake) /2</p> <p>Body language & attitude (posture, confident, tone, eye contact, enthusiasm) /4</p> <p>Responses to questions (thorough, honest, appropriate, clear, handled well) /10</p> <p>Quality of interviewee's questions? (two, insightful) /2</p> <p>Exit (polite, appropriate, handshake, thank-you) /2</p> <p>Comments: /22 total</p> <p>Would you hire this person? Yes No</p> <p>Why or why not?</p>
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