



## Mock Interview Facilitation Guide

Your main goal during an interview is to show the interviewer that you are the best candidate for the job and that you will fit in well with the organization that you are applying for. You can show them that you do by reflecting on your experiences and qualifications, and relating them back to the company/position you are applying for.

Be sure to incorporate the competencies you have gained as a University of Florida student in your responses. Competencies are knowledge, skills, and personal attributes that prepare students for a successful transition into the workplace.

### THE INTERVIEW

**Question 1 – Opening Question/Sense of Self Questions:** This question is always asked in some form so your answer should include your strengths, experiences, qualifications and goals.

Examples: Tell me about yourself.  
Introduce yourself.  
How would you describe yourself?  
What motivates you?  
What are qualities do you value in an employer/organization?  
Describe a time where you had a positive impact on someone.

**Feedback:**

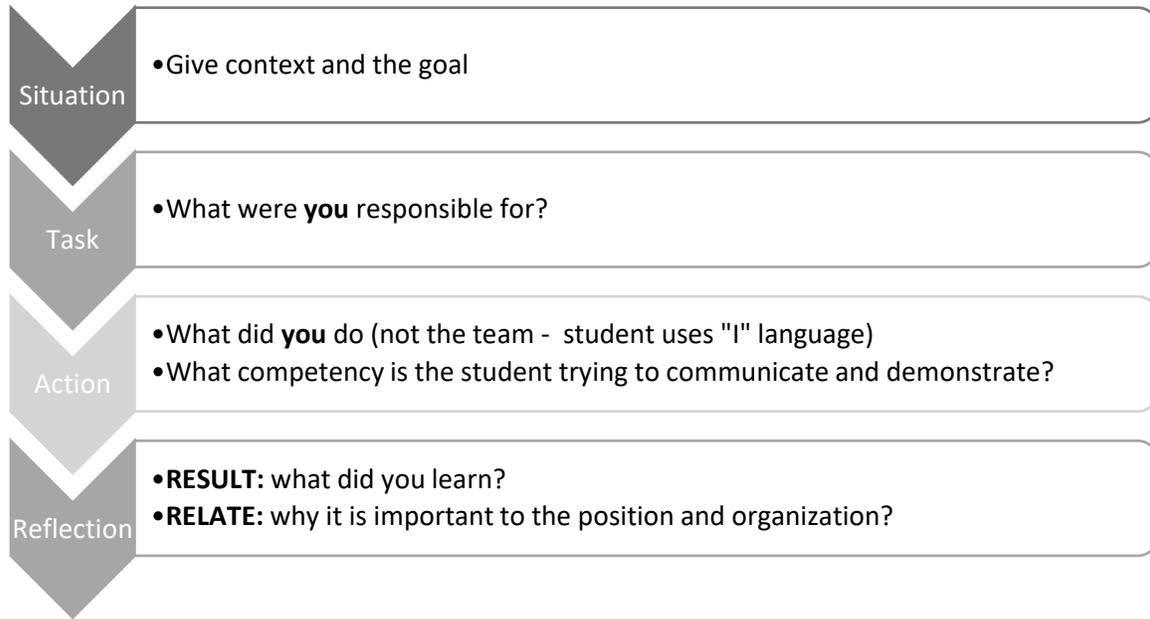
**Question 2 – Behavioral Questions:** Most first round interviews are comprised of plenty of behavioral questions. Interviewers use behavioral questions to get an idea of your past behavior because it is a good indicator of your future behavior. Additionally, these are a great opportunity to showcase your strengths and competencies gained – specifically critical thinking, communication, and teamwork. Here, we usually suggest implementing the STAR method. It is important to make sure a clear example is shared.

Examples: Tell me about a time when you worked on a team.  
When was a time you had to work under pressure?  
Tell me about a time when you took a risk and failed.  
Tell me about a time you demonstrated leadership.  
Tell me about a time when you had to persuade someone to see your perspective.  
Describe the most innovative or creative thing you have done in your work experience.  
Give us an example of a problem that you were faced with where there was more than one solution.  
What are the steps you take to anticipate risks and resolve issues?  
How do you build relationships with other members of a team?  
Tell us about the most successful team you have been a part of and why was it successful.  
How do you handle transitions in a team environment?  
Tell us about a time when you relied on a contact in your network to help you with a work-related task or problem.  
How do you vary your communication approach according to the audience you are addressing?  
How do you prepare for an important meeting?



Give us an example of where your listening skills proved crucial to an outcome.  
Tell us about a time where you had trouble remaining focused on an audience. How did you handle this?  
What type of writing have you done? (ex. research paper, dissertation)  
How do you feel writing a report differs from preparing an oral presentation?

STAR METHOD:



**Feedback:**

**Question 3 – Negative Question:** This question will address weaknesses or failures in order to determine if you have a strong sense of self and are able to put into action a process for self-improvement.

Examples: What is your greatest weakness?  
What is a piece of negative feedback you've received? How have you addressed it?  
Tell me about a time when you failed.  
Give an example of a time you disagreed with your boss. What did you do?  
Tell me about a time you had a conflict with a co-worker. How did you handle it?

**Feedback:**



**Question 4 – Situational Question:** Every day on the job, a person comes across various situations that he or she should counter in a professional way which provides the best results for the company. Though a past example is preferable, students may provide a theoretical case and the way they'd handle it to show their critical thinking competency.

Examples:      What would you do if you found out a coworker wasn't contributing to a project?  
If you were to put together a team, what qualities would you look for in teammates?  
What is the most difficult situation you have faced?

**Feedback:**

**Question 5 – Discipline/Department Specific Question**

Questions that are specific towards the organization or position you are applying for are a great chance to demonstrate your knowledge of the organization or in your field. It is also a chance to better clarify why you are a good fit for the position. Make sure you have a strong understanding of the job description.

Examples:      What characteristics do you believe are important for success in this position?  
Why have you chosen to pursue this position at our organization?  
What are some challenges faced by professionals in this field?  
What are some trends you have noticed about this area?

**Feedback:**

**Question 6 – Behavioral Question & Work Eligibility (Optional):**

Examples:      Are you allowed to work in the United States? (work eligibility)  
What do you do when your schedule is interrupted? Give an example of how you handle it.  
Give me an example of a specific occasion in which you had to conform to a policy with which you did not agree.  
What did you do in your last job in order to be effective with your organization and planning? Be specific.  
Give some examples of ways you minimize stress in your life.

**Feedback:**



**Question 7 – Closing:** This question is also always asked in some way. You should summarize your knowledge, skills, and personal attributes and should directly address why you are a good candidate.

Examples:      Why should we hire you?  
                         Why do you believe you are a good candidate for this position?  
                         Is there anything else you would like to add?

**Feedback:**

**Question 8 - Do you have any questions for me? (Optional):**

Consider if the questions are specific to the organization.  
Do the questions demonstrate that the interviewee has researched the organization?  
Do they demonstrate a genuine interest in the organization?

**Feedback:**

**MOCK INTERVIEW FEEDBACK**

What did the interviewee do well? What are improvement areas? Did they answer the questions completely? How can they improve these areas? Note smile, eye contact, tone of voice (enthusiastic, genuine, excited), speech patterns, sense of self, and critical thinking skills. Additional comments?



**AFTER THE MOCK INTERVIEW REFLECTION**

To help you prepare for the actual interview, evaluate your performance at the mock interview and ask yourself:

- Did I cover the points I intended to cover and answer the questions completely?
- What questions were particularly difficult for me to answer?
- How did the interviewer's personality affect my performance? Why?
- Did I craft the right interview questions to gather the information I needed/is important to me? (questions that demonstrate in-depth research) about the organization/position?