

## Conducting a Mock Interview – Benefits and Approach

### The Benefits

#### A Mock Interview Will...

- Boost and enhance your confidence
- Minimize stress and nerves
- Test your timing and answer flow
- Bring examples you can use closer to mind for easier recall during the interview
- Allow you to work on your general posture and body language
- Allow you to get into a rhythm for answering behavioral based interview questions
- Allow you to get feedback on overall presentation style and answer delivery



### The Roles

You do not have to be an expert to conduct or benefit from participating in a mock-interview. It can happen face to face, over the phone, via the web or in a variety of other environments. What is most important is creating an opportunity and atmosphere to review questions in a format that replicates a real interview. See below for a quick approach and roles to assume to conduct your own mock interview. All you need is another willing participant.

Role of Mock Interviewer	Role of the Mock Candidate
Start the interview and set the stage; Conduct the interview in a formal manner as if the interview is truly taking place. Assume the role of “interviewer”.	Treat the interview as if it were the real deal and answer all questions professionally as if you were in your true interview.
Ask a series of questions to candidates (see below for commonly asked interview questions).	Answer each question thoroughly. (ask for clarification if you do not understand what is being asked).
Listen to the candidate’s answers. Make note of pauses, silences, or areas where the mock candidate stumbles or does not provide clarity.	Pause before answering and think through how you are going to answer before you begin speaking.
Ask follow-up questions. (If you did not understand the answer provided, the “real” interviewer may likely have the same questions).	Be aware of timing and clarify with responses. Provide enough background in your answers so that the interview does not have to continually clarify.
Debrief: Provide feedback. Give your impressions on how the questions were answered. Advise of any repeated catch phrases and where answers were either too short or too long.	Debrief: Discuss what you thought went well. Listen to feedback from your Mock Interviewer. Practice, Practice and Practice in preparation for your real interview.



## Conducting a Mock Interview – Question to Ask

### 15 Commonly Asked General Interview Questions

1. Tell me about yourself.
2. Why are you interested in this role?
3. What makes you interested in this company? In this position?
4. What is your biggest professional/personal achievement?
5. Tell me about your work experience and qualification for this role.
6. Where do you see yourself professionally in X years?
7. How would you describe your work style?
8. What are your biggest strengths and weaknesses?
9. How would you define success in this role?
10. What do you think makes a successful leader?
11. What would you accomplish in the first 30, 60, 90 days?
12. How do you handle conflict?
13. What makes you unique for this role?
14. What are some of your leadership experiences?
15. What motivates you?

### 10 Commonly Asked Behavioral Interview Questions

1. Tell me about a time when you had to communicate an unpopular decision.
2. Tell me about a time when you had to deliver a complex or complicated idea or solution to others.
3. Tell me about a time you had to have a tough conversation with a peer or manager.
4. Tell me about a time when you worked on a team to accomplish a specific task or goal.
5. Describe a time when your skill or knowledge helped your team or colleagues.
6. Describe a leadership challenge you have faced and how you managed through it.
7. Tell me about a time when you were given a deadline that was difficult to meet.
8. Tell me about a time when you had multiple deliverables and competing priorities.
9. Describe a time when you had to get a project approved or a new process approved before implementing it.
10. Tell me about a time when you had to change another person's behavior or attitude.