

Mock Interviews

ABOUT MOCK INTERVIEWS

Sponsored by Career Services at Wright State University, the Mock Interview Program allows prospective job candidates to practice their interviewing skills in a simulated interview environment. Mock interviews occur in the Career Services Office, E334 Student Union. Mock interviews provide constructive feedback to the participants to enhance job prospects by improving interview skills. To participate in the additional services of On-Campus Interviews and the Résumé Referral program, candidates must attend an orientation and submit their résumé via *The Wright Search*.

TO SCHEDULE A MOCK INTERVIEW

Mock interviews can be arranged by making an appointment in the Career Services Office, E334 Student Union, or by calling (937) 775-2556. Mock interviews take one hour to complete. Interviewees should bring a current copy of their résumé to the mock interview. The interview will be videotaped for review. If interviewees would like to have a copy of the mock interview, they may bring a videotape for the recording.

PREPARING & DRESSING FOR THE MOCK INTERVIEW

The key to a successful interview is preparation. Review the Pre-Interview Checklist on the back of this page and develop answers for the sample interview questions. Dressing professionally is also an important part of the interview process and is a factor in the hiring decision. As a result, participants in the Mock Interview Program should dress in business attire for the interview. Feedback will be provided regarding the appropriateness of the attire.

BEHAVIORAL INTERVIEWING

Based on the premise that the best way to predict future behavior is to determine past behavioral patterns, behavioral interviewing is becoming more common than the traditional interviewing method which used hypothetical questions. Examples of behavioral interview questions include: "Describe a major frustration you have had in your work and how you handled that frustration."; "Describe a time you worked as a member of a team and what the results were."; "Describe a time when you worked with someone who wasn't pulling their own weight and how you handled that situation." By focusing on the applicant's actions and behaviors, interviewers can make more accurate hiring decisions. The behavioral interviewer can collect and evaluate information objectively and work from a profile of desired behaviors that are indicators of success on the job. In behavior based interviewing, candidates communicate to employers what they have successfully done in the past. Using the **PAR** model, candidates can discuss a **Problem** or task for which they were responsible, the **Action** taken to solve the problem or complete the task and the **Results** of the actions taken. (*from the Career Development Guide: Strengths A Placement Manual Series Publication*)

WHAT THE EMPLOYER IS SEEKING

Prior to any interview, identify particular traits and skills that the employer is seeking. Develop specific examples from past experiences to demonstrate and support that you possess these traits and skills. Most candidates will claim to be hard workers with great people skills; however, it is candidates who support their claims with concrete examples who will be most successful. In today's workplace, employers prize interpersonal skills. Most employers believe that top candidates are those who can excel in a team-oriented environment. In this "the information age" the most sought-after candidates have the ability to share knowledge (communication skills) effectively (motivation/initiative) and tactfully (interpersonal skills) to ensure the success of the group (leadership and teamwork skills). Other personal traits that are highly valued by employers include self-confidence, a willingness to accept responsibility, imagination, enthusiasm, excitement, flexibility, and the ability to handle conflict. Candidates should demonstrate these traits in the interview through concrete examples.

SAMPLE INTERVIEW QUESTIONS

1. Give me an example of an important goal that you set in the past and tell me about your success in reaching it.
2. What are your long-range and short-range goals and objectives?
3. What do you consider to be your strengths and weaknesses?
4. How would you describe yourself?
5. How would friends and professors who know you well describe you?
6. What motivates you to do a good job?
7. Tell me about a time when you were in a leadership role. Who did you lead and what did you accomplish?
8. Describe the relationship that should exist between a supervisor and those reporting to him/her.
9. What are your most satisfying accomplishments?
10. Describe a situation when you've been faced with multiple, conflicting priorities. How did you determine what was important? How did you go about organizing your work?
11. How have your educational experiences prepared you for college?
12. Why should this company hire you?
13. Are you willing to relocate?
14. What do you know about our company?
15. Why did you decide to seek this position?
16. Why did you decide to pursue the major that you chose?
17. Why did you choose to attend Wright State University?
18. What kind of work environment are you most comfortable with?
19. How do you respond to change?
20. What are the elements that you seek in a good job?
21. Describe a time that you were frustrated with an employer and how you handled that frustration.
22. Tell me about a time when you feel you provided exceptional customer service.
23. What is the most valuable lesson that you have learned in your life thus far?
24. Describe a situation when you had to convince others of your position and how you attempted to convince them when making a group decision related to work.

PRE-INTERVIEW CHECKLIST

In order to best prepare yourself for the interview process, review the following checklist.

- _____ I have reviewed my strengths, weaknesses, accomplishments, and goals and thought about how they relate to the position for which I am interviewing.
- _____ I have thoroughly researched the company with which I am interviewing.
- _____ I know what the position involves, the qualifications the company is seeking and why I am interested.
- _____ I have reviewed commonly asked questions, predicted interview questions, and rehearsed my responses aloud.
- _____ I have made a list of questions to ask.
- _____ I know the salary range for the position for which I am applying and how I will respond to questions regarding salary.
- _____ I have prepared and made additional copies of my résumé, references, and any additional supporting documentation that may be requested by the interviewer.
- _____ I have selected an appropriate interview suit to wear to the interview.

ADDITIONAL SUPPORT PROVIDED BY CAREER SERVICES

Career Services can assist with the job search process. Our Career Services Web page (<http://career.wright.edu>) includes current position openings for jobs for graduates. The on-campus interviewing program hosts over 300 employers each year. Career Services also provides an Education Fair and Interview Day, various Recruiting Days, and a Student Employment Job Fair each year. Students interested in exploring these services should stop by the Career Services Office at E334 Student Union or call (937) 775-2556.