Mock Interview Overview

Purpose
- The purpose of a mock interview is to simulate actual interviewing conditions to assess interviewing strengths and weaknesses, receive insights to dramatically improve interviewing outcomes, and help develop self-confidence during the interview process.

The Mock Interview: What to Expect From Your CAP Mentor
- Expect your interview to last 20-40 minutes.
- You will spend approximately 10-20 minutes answering interview questions, primarily the questions on the back of this document.
- The remaining 10-20 minutes will be spent discussing and evaluating your interview answers.

How Am I Evaluated by my CAP Mentor?

- **Appearance**: Dress appropriately for the interview (Google: Interview & Business Attire Tips for men and women, for suggestions). Do you look professional? Well groomed?
- **Greeting/Introduction**: A rule of thumb is to always stand to greet your interviewer, extending a firm handshake, addressing the interviewer by his/her name. Make good eye contact with the interviewer and smile; always act professional. How do you come across to the interviewer?
- **Body Language**: During the interview, did you make sure to make eye contact with your interviewers when answering questions? Use your hands while speaking? Exercise good posture?
- **Attitude**: Your attitude toward work and working with others is crucial in the hiring process. Have you conveyed an attitude that is enthusiastic, sincere, and genuine? Remember, if you are not passionate about the work you are applying for, how do you expect others to be excited and passionate about hiring you?
- **Responses to the Interview Questions**: How well do you know the company you are applying to work for? Do your answers come across polished and professional?
  - Did you actually answer the interviewer’s question, or just “beat around the bush?”
  - Did you communicate your long term goals? Strengths? Weaknesses?
  - Have you reviewed and rehearsed answering the Q&A to the most popular interview questions (located on the backside of this document)?
- **Oral Communication**: Do you speak clearly and concisely? Do your best to think out your responses before answering a question. Try to condense answers down to 2-3 minutes; if interviewers want to hear more from you, they will ask.
- **Preparation**: Did you prepare questions to ask your interviewer? Research the position and/or company/organization/agency for which you are interviewing?
Pre-Mock Interview Preparation Questions

Scenario: During the final lecture before your exam the professor provides answers to five of his test questions. He informs the class it is not cheating if students memorize these answers. The night before the exam you memorize the answers and come exam time, the questions are there word for word. Your grade returns an “A” on the exam and you are happy as a clam.

Interviewing is not much different than this same scenario. Interviewees are silly not to memorize answers to questions nearly guaranteed to be asked in any interview. It is perfectly ethical and legal to thoroughly prepare and memorize answers to popular interview questions. The five questions below (or their derivation) are asked in nearly every interview. Don’t show up to an interview without preparing for these questions.

Self-Knowledge

1. **Tell me about yourself.**
   a. Closely Related: Where do you see yourself in five years? Ten years?
   b. How does this position fit into your career path?

2. **Why do you want to work for our company?**
   a. Closely Related: Why are you interested in this particular position?
   b. What excites you about working for this [company, student organization]?

3. **What are your strengths? What are your weaknesses?**
   b. What do you bring into this position from your other experiences?
   c. Why should I hire you?

4. **Tell me about your experiences in [field x, industry y, or job title z]?**

5. **Tell me about a time you worked on a team. What role did you play?**
   a. Closely Related: Describe your leadership style.

6. **What questions can I answer for you?**

Company-Knowledge

1. **What do you know about our company?**
   b. What do you know about [this industry, this company, this type of position]?
   c. What makes you think you would be a good fit here?
   d. Who are our clients/customers?

2. **Tell me some of the products/services our company offers.**
   a. Closely Related: Which plant/office location in the US would you like to work for?
   b. What trends do you observe in our industry? Who are our competitors?