

Mock Interview Form



"Hello _____, I'm _____ and I'll be your interviewer today. Thank you for coming in today.

"I understand that you're here to apply for the job opening we have for a/an _____.
Is that right?"

1. To get us started, tell me briefly about yourself and your professional goals.

- brief career statement:
- professional goal(s):
- prompted for second part of question

2. In regard to our job opening, tell me about your training and experience.

- training:
- experience:

3. Describe your 5 most important job skills for this position.

- _____
- _____
- _____
- _____
- _____

4. As you know, we have many applicants, why should we hire you instead of someone else—all skills being equal?

- _____
- _____
- _____
- _____
- _____
- _____
- _____

5. What do you consider your greatest weakness in the workplace?

6. What was your very last job and how is it that you are no longer there?

- last job _____
- reason for leaving _____

7. Describe your relationship with your former supervisor.

8. Describe your strategy for getting along with co-workers.

9. Do you have any type of disability that could impact your work ability?

- will not affect job
- disability is _____ and my job will / will not be affected because:

10. Why do you want to work here?

- heard you're a great company
- understand you pay well and have great benefits
- researched company and like product(s)
- researched company and recognize growth opportunities
- good referral from past or present employees
- other:

11. What are your salary requirements going to be?

- \$_____ per _____
- negotiable
- other _____

12. Thank you, I have all the information I need for today. Do you have any questions you would like to ask?

- no
- what kind of benefits do you offer
- is there room for advancement

- when will a job decision be made
- other _____
- other _____

That is all for today. Thank you for coming in.