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

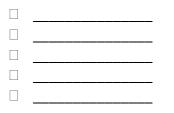
Is that right?"

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?

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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

- \Box when will a job decision be made
- other ______
 other ______

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