



BUSINESS: A FORCE FOR GOOD

SPOTLIGHT ON: **JOB INTERVIEWS**

MOCK INTERVIEW WORKSHEET

PREPARING TO ANSWER QUESTIONS: Congratulations! Your resume and cover letter piqued the interest of the hiring manager. You have an interview soon. Prior to the interview, you want to prepare for the questions you will be asked and make sure you are up-to-date on information about the company. To do so, write down your responses to the below questions.

REMEMBER, while we never know exactly what questions will come up, preparing for the below questions will get you thinking about answers you can give to a number of different questions.

1. What gifts and traits can you offer as an employee?
2. Give a past challenging experience at work and tell how you handled it?
3. Why do you think you will be a good fit for this role?
4. Why do you think you will be a good fit for this company?
5. Look at the “Additional Interview Questions” page in the resource section and pull out one other question you want to prepare for.

PREPARING TO ASK QUESTIONS: It is important to prepare questions you want to ask the interviewer to show you are engaged in the process. Avoid asking questions that have already been answered through the conversation or job. It is okay, however, to ask for further clarification. Make sure you acknowledge what the interviewer previously said or the information you previously read. An example might be: “Earlier you asked me how I maintain work-life balance, what is work-life balance like for the typical employee here?”

INNOVATION → CHANGE → OPPORTUNITY → SUCCESS

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DAY OF CHECK LIST: The day of the interview you should come prepared like it is a real interview. Use the tips below to prepare.

1. Dress nicely. You don't have to wear a suit, but you should wear clean clothes. Either khakis or dress pants and a polo or dress shirt.
2. Bring a notebook and pen to take notes in during the interview.
3. Write out the questions you plan to ask in the notebook. This helps you remember them!
4. Review the answers to the practice interview questions. This will keep your responses fresh in your mind when it is time for the interview.
5. Have confidence. Interviews can be intimidating, but they invited you to interview because they liked what **YOU** told them and **YOURSELF**. Believe in your abilities and take a deep breath before getting started.

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