



**SPOTLIGHT ON: JOB INTERVIEWS**

**MOCK INTERVIEWS**

**SET UP:** Play our [BUSINESS WORLD ACTIVITY I JOB INTERVIEW EXAMPLES](#) video

**DEBRIEF:** Ask students to call out the good and bad interview behavior from the video. Discuss why certain actions are appropriate or inappropriate. Students can take notes and record answers on the worksheet.

**EXAMPLES OF GOOD INTERVIEW BEHAVIOR:**

1. Dressed in a suit.
2. Shook hands at the beginning and end of the meeting.
3. Shows enthusiasm throughout the interview.
4. Brought a copy of his resume.
5. Made eye contact.
6. Thanked the interviewer.
7. Was engaged in the discussion.
8. His responses came quickly and easily, which shows he was prepared for the interview.
9. Steered his answers to the specific job he was applying for.
10. Listed an actual weakness and emphasizes how he's worked on it.
11. Came prepared with questions for the interviewer.
12. Followed up the interviewer's answer to the question with an example of how he fits what she is looking for.
13. Took notes.

**INNOVATION → CHANGE → OPPORTUNITY → SUCCESS**

In order to **grow** and **thrive**, businesses need to constantly be **thinking two steps ahead** of today. *What **changes** are happening in their industry? What do their customers **want**? How can they **improve** their business processes and procedures? How can they **create a need**?*

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### **EXAMPLES OF BAD INTERVIEW BEHAVIOR:**

- 1.** Dressed nice, but not quite as nice.
- 2.** Did not bring resumes to hand out.
- 3.** Had his cell phone out on the desk.
- 4.** States he wants the job because he's looking to make money.
- 5.** Unclear on career plans in the future.
- 6.** Checked his phone during the interview.
- 7.** Cocky about being right and doesn't seem to care to work on his weakness.
- 8.** Doesn't look at the interviewer when talking.
- 9.** Did not prepare questions for the interview.
- 10.** Did not shake hands on the way out.

**TASKS:** Students will use the worksheet to prepare for the mock interview assignment.

**ASSIGNMENT IDEA #1:** Students will participate in a mock interview. Students should dress, prepare for and speak like they would a real interview. The interviewer can be teachers, staff, or even contacts from local businesses in your community.

**ASSIGNMENT IDEA #2:** Break students into partners. They will take turns interviewing each other, taking notes as they go through the process. Interviews should be no more than five minutes. Then ask them to find a new partner. Each will interview the other, taking notes. Repeat so each student is interviewed and being interviewed four times. Have the students reflect and pick out who they would hire from the interviews. This could be done as a reflection paper, or as a discussion. Additionally, ask them to discuss the top qualities of the "hiring managers" as well.

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## MOCK INTERVIEWS

### SUGGESTED INTERVIEW QUESTIONS:

1. Tell me about yourself.
2. What is your biggest weakness?
3. What is your biggest strength?
4. Tell me about a time you had a conflict with someone. How did you handle it?
5. What about this role excites you the most?
6. What type of company are you hoping to work for?
7. Do you have any questions for me?

### JOB DESCRIPTION:

Kwik Trip is seeking energetic, outgoing and positive people to make a difference in the communities we serve. Our Guest Service coworkers give the best guest service in clean, state of the art facilities.

Requirements:

- \* Great people skills
- \* Enjoy a fast paced work environment
- \* Ability to problem solve challenges and shift priorities quickly
- \* Desire to help others
- \* Maintain a clean and inviting store

Kwik Trip has rated as a Top Workplace several years running, both nationally and in the states that we operate. We live by our mission, treating others how we would like to be treated and we strive to make a difference in people's lives. Our mission drives how we operate as a business as well as how we approach staffing our stores. We are a family owned company and share 40% of pre-tax profits with all our coworkers. Our teams are loaded with fun, ambitious and energetic people that make work enjoyable and brighten the days of our guests.

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**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?”

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## **MOCK INTERVIEW WORKSHEET**

**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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