



## MOCK INTERVIEW GUIDE

### WHAT IS A MOCK INTERVIEW?

- A simulation interview conducted by career advisor or a Human Resources specialist. The role of a mock interview mirrors an actual job interview. It gives you an opportunity to know what to say and do during an interview and get feedback. Whether it's face-to-face, online, or through a webcam, a mock interview is useful in reviewing your answers to common interview questions and assessing other factors such as your outfit, mannerisms, and body language. As the saying goes, "***practice makes perfect.***" Doing a mock interview will show your strong and weak points and boost your self-confidence.

### HOW TO PREPARE FOR A MOCK INTERVIEW

A mock interview is a practice interview, but you need to take it seriously, just as you would an actual job interview. Consider the mock interview as a dress rehearsal. Keep the following things in mind to ace your mock interview:

- **Choose the right mock interviewer.** It's easy to ask a friend or a family member, but if you want to get objective and honest feedback, you may want to ask someone with experience in interviewing job candidates such as a HR specialist. You can also choose a professional who works in the industry.
- **Choose a professional setting.** You need a venue that simulates the environment of an office.
- **Be early.** Arrive 10 minutes early.
- **Bring the necessary items.** Don't forget to bring your resume and any other documents you may need. Also, bring a notepad so that you can take notes from your mock interviewer's feedback.
- **Dress smart and sharp.** Wear the same kind of attire you expect to wear to the actual interview.
- **Prepare your answers to common interview questions, but don't memorize them.** You want to avoid sounding like a robot with canned responses. Bear in mind that you're doing an interview not to take a test but to engage in a conversation to determine if you're suitable for the job.

### COMMON INTERVIEW QUESTIONS

You may not know the exact questions that the interviewer will ask you, but preparing answers for commonly asked questions can be useful. The questions vary depending on the job level and industry you're in, but it helps to practice answering the following questions in your mock interview:

1. What are the specifics that attracted you to this position and how did you prepare for this interview?
2. What are your strengths and areas of development?
3. Where do you see yourself in five years? or "What are your career goals?"
4. Why do you want to be part of our company?

Source: <https://corporatefinanceinstitute.com/resources/careers/interviews/mock-interview-guide/>



## MOCK INTERVIEW SAMPLE QUESTIONS

Feel free to practice your answers to the following questions:

1. Can you tell us about your education and work experience?
2. What interests you in this role and our company?
3. Tell us of a time you had to adjust to changes in the company? How did you manage this change?
4. Can you tell us how you kept your colleagues, supervisor and manager informed?
5. What does customer service mean to you?
6. How are you with following direction and procedures?
7. Tell me about a time you made a mistake. What did you learn from this experience?
8. Can you share with us a time you worked with a team?
9. Please share with us your knowledge & experience working with \_\_\_\_\_  
(technical skills required)
10. What are your strengths and areas for development?