

Workforce Readiness Program

Greater Madison Area Society for Human Resources Management

Mock Interviews – Interviewer Guidelines

For the interviewer, there will be some amount of “winging it”. Have the candidate pick a job that they have recently applied for and that will be the position they are interviewing for. If they can’t think of anything, pick a generic position that everyone knows such as cashier at Target, etc. The following list is a guideline of generic interview questions that can be applied to any situation. Feel free to ask follow up and probing questions as you see fit, but remember to keep the interview itself to 10-15 minutes to allow time for feedback.

The Interview

- ◆ If the candidate picks a specific position, ask “Why are you interested in this position?”
 - ◆ Tell me about your most recent job.
 - Why did you leave?
 - Job responsibilities?
 - What did you like/dislike?
 - ◆ What are your strengths?
 - Weaknesses?

- ◆ How would you describe your ideal job?
 - Where do you see yourself in five years?
- ◆ Tell me about a time when you had a conflict with someone at work and how you handled the situation.
- ◆ If I were to ask your most recent boss to describe you, what would he/she tell me about you?
- ◆ What kind of questions do you have for me?

Feedback

Take mental notes or write down things you want to mention to the candidate during the interview. Make sure to provide feedback to them on the following topics.

- ◆ Non-Verbal Cues
 - Handshake? Eye Contact? Chewing Gum? Fidgeting? Cell phone?
- ◆ Dress
 - Were they dressed appropriately?
- ◆ Attitude
 - Positive/negative
 - Bad mouthing former employers/co-workers?
- ◆ Quality of answers
 - Did they give just yes/no answers?
 - Did they give thought to their answers

Reminders for the interviewee for a “real” interview

- Do your homework on the company and the position
- Dress appropriately
- Be positive and honest
- Give thorough answers