

Interview Questions



Below are the set questions that you will be using during the mock interview event. Students will be encouraged to practise their responses to these questions.

1. Icebreaker question:

Take a quick look at the candidate's resume to see if there are any questions you could ask which are relevant to the job or things which are interesting. Students are feeling very nervous at this stage so ask a question that will help them feel comfortable and relaxed. General questions: **Tell me a little about yourself? Favourite subject at school? Hobbies?**

2. Why would you like to do this job or work for this company?

3. Have you ever been involved in any work experience/ volunteering/paid employment before?

If the student answered yes: Can you tell me a little about what you did, where it was and how you went?

If the student answered no: Can you tell me about any subjects, training or activities you have been involved in at school or in your community that might assist you in this job?

4. What qualities or skills do you think you can offer for this job? (ask them why they believe this quality is essential in this role)

5. Can you give me an example from school or work where you have worked in a team to complete some task?

6. Can you think of a time when you have had to solve a problem at school/at work/home/ somewhere else, describe how you went about it and what was the outcome?

7. Would you like to ask me any questions? (an opportunity for the student to ask any questions relating to the job or you as an employer).

Interview Rating Scale

Rating Values	Description	Definition
5	Outstanding	<ul style="list-style-type: none"> • Far exceeds requirements. • Perfect answers provided. • Clear demonstration of the skills and competencies required for the role. • Shared relevant experience and examples showcasing their skills and understanding of their strengths. • Answers independently without probing.
4	Very Good	<ul style="list-style-type: none"> • Exceeds requirements. • Demonstrates understanding of the skills and competencies required for the role. • Shared relevant experience and examples showcasing their skills and understanding of their strengths. • Answers with minimal probing.
3	Good	<ul style="list-style-type: none"> • Meets requirements. • Demonstrates some understanding of the skills and competencies required for the role. • Some probing was required to draw out some good examples to showcase their skills and strengths.
2	Improvement	<ul style="list-style-type: none"> • Almost meets requirements. • Difficulty in understanding the skills and competencies required for the role. • Required considerable probing to draw out some good examples to showcase their skills and strengths. • Needs some further preparation and coaching.
1	Unsatisfactory	<ul style="list-style-type: none"> • Does not meet requirements. • Does not demonstrate preparation for the interview nor understanding of the skills and competencies required for the role. • A lot of probing was required and did not provide any examples of their skills or competencies. • Needs considerable preparation and coaching.

Interview Evaluation Form

Disclaimer: All evaluations are conducted to assist students in obtaining practical interview skills for future opportunities

Interviewer Name:

Rating Scale 1 - 5

Student name:

1- Needs improvement

School:

5- Very Competent

Application Evaluation	Rating	Comments
Cover Letter Standard		
Resume Standard		
Interview Evaluation		
Handshake & Professional Appearance (no hats, no headphones)		
Self Confidence, comfort level Consider the following elements: <ul style="list-style-type: none"> • Voice Tone, Volume • Posture/ Body Position • Eye Contact • Motivation/Enthusiasm 		

Application Evaluation	Rating	Comments
Question responses: Please provide brief comments on individual responses.		
<p>Response to Q1:</p> <p>Icebreaker question</p>		
<p>Response to Q2:</p> <p>Why would you like to do this job or work for this company?</p>		
<p>Response to Q3:</p> <p>Have you ever been involved in any work experience/volunteering/paid employment before?</p> <p>If Yes, can you tell me a little about what you did?</p> <p>If No, can you tell me about any subjects, training or activities you have been involved in at school or in your community that might assist you in this job?</p>		
<p>Response to Q4:</p> <p>What qualities or skills do you think you can offer for this job?</p>		
<p>Response to Q5:</p> <p>Can you give me an example from school or work where you have worked in a team to complete some task?</p>		
<p>Response to Q6:</p> <p>Can you think of a time when you had to solve a problem at school/at work/at home/somewhere else?</p> <p>Describe how you went about it and what the outcome was.</p>		
<p>Response to Q7:</p> <p>Would you like to ask me any questions?</p>		