



VOLUNTEER GUIDE

Mock Interviews

INTRODUCTION - GREETING

- Since COVID, we recommend interviewers follow the student’s lead for shaking hands
- Quick, 30-second intro between you and student (names, profession/interests)
- Inform and remind students:
- Each question is asked often in interviews
- Try to answer each question within 2 minutes

INTERVIEW - 15 MINUTES

Ten (10) minutes for questions (typically 3-4 interview questions)

- The length of the answer depends on the question
- Let the student provide a complete answer—or prompt them for a complete answer— rather than rush them through with incomplete answers
- We have provided sample questions
- Absolutely no questions regarding race, color, sex, gender identity, disability, sexual orientation, religion, ethnicity, or gender
- Mark the box to the left of each question to clearly identify which questions are asked

Five (5) minutes for feedback

- The last question to ask each student is Do you have any questions?

EVALUATION SCALE

Use this scale to give the student feedback in the categories as indicated on the Feedback Sheet.

For behavioral interview questions (“tell me about a time when...”) evaluate their response using the STAR Model (Situation, Task, Action, Results).

For knowledge, technical, or situational questions, evaluate their response in how they use their academic, work, or volunteer experience.

RATING	DEFINITION
EXCELLENT	Clearly exceeds desired skill level
GOOD	Strongly displays skill level
FAIR	Meets skills requirements
NEEDS IMPROVEMENT	Displays limited skill level, needs to practice

CONCLUSION

Complete and give the student:

- Mock Interview Questions and Feedback
- Mock Interview Certificate of Completion

Thank students for participating, encourage them with good luck, and let them know about the Student Feedback QR Code on the Mock Interview Form.

RESUME REVIEW

Students may or may not have a resume or experience creating one. If you have time, feel free to review their resume, otherwise send them to the resume table for resume review and resources after their interview.