



Mock Interview Practice Summary Worksheet

Most Common Interview Questions:

1. Tell me about yourself. (Elevator Pitch – see below)
2. How did you hear about us?
3. Why are you interested in this job? Or why do you want to work for us?
4. What is your greatest strength? What is your greatest asset would you bring to this position?
5. What is your greatest weakness/challenge?
6. What do you like to do outside of work?
7. What are you passionate about?
8. What should I know that's not on your resume?
9. When can you start?
10. Are you willing to relocate?
11. Do you have any questions for us?

Examples of Behavioral Interview Questions: (Use STAR)

1. Tell me about a time you demonstrated leadership skills.
2. Tell me about a time when you had to work as a part of a team. What was successful about that team and what could you have done better?
3. Give me an example of a time when you set a goal and were able to meet it or achieve it.
4. Tell me about a time when you had too many things to do, and you were required to prioritize your tasks. How did you prioritize your tasks?
5. What is your typical way of dealing with conflict? Give me an example.
6. Tell me about a recent situation in which you had to deal with a very upset customer or coworker.
7. Give me an example of a time when you motivated others.
8. Tell me about a time when you had to go above and beyond the call of duty to get a job done.



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Examples of Situational Interview Questions:

1. What would you do if you were asked to perform a task you've never done before?
2. What would you do if an angry and dissatisfied customer confronted you? How would you resolve their concern?
3. How would you handle it if your team resisted a new idea or policy you introduced?
4. How would you handle it if the priorities for a project you were working on were suddenly changed?
5. What steps would you take to make an important decision on the job?
6. What would you do if you disagreed with the way a manager wanted you to handle a problem?
7. What would you do if you were assigned to work with a difficult client?
8. How would you handle working closely with a colleague who was very different from you?
9. You're working on a key project that you can't complete because you're waiting on work from a colleague. What do you do?
10. You realize that an early mistake in a project is going to put you behind deadline. What do you do?

Interview Questions to Ask the Employer:

1. How would you describe the responsibilities of the position?
2. How would you describe a typical week/day in this position?
3. What will the orientation and training consist of?
4. Is this a new position? If not, what did the previous employee go on to do?
5. What is the company's management style?
6. Who does this position report to? If I am offered the position, can I meet him/her?
7. How many people work in this office/department?
8. How much travel is expected?
9. Is relocation a possibility?
10. What is the typical work week? Is overtime expected?
11. What are the prospects for growth and advancement?
12. How does one advance in the company?
13. What do you like about working here?
14. What don't you like about working here and what would you change?
15. If I am extended a job offer, how soon would you like me to start?
16. What can I tell you about my qualifications?
17. What is your interview process/timeline? When can I expect to hear from you?
18. Are there any other questions I can answer for you?

Interview Questions NOT to Ask:

1. What does this company do? (Do your research ahead of time!)
2. If I get the job, when can I take time off for vacation? (Wait until you get the offer to mention prior commitments)
3. Can I change my schedule if I get the job? (If you need to figure out the logistics of getting to work don't mention it now)
4. Don't reveal anything about your family members (i.e., kids) or family schedule issues or demands
5. Did I get the job? (Don't be impatient. They'll let you know.)

“Elevator Pitch” – Interview Context

- Answers “Tell me about yourself.”
 - Helps them find out more about you in a concise way – just a few sentences
- Three key components
 - Open with a brief introduction of **who you are professionally**
 - Follow with **what you do** and **how well you can do it**
 - If you give an example of prior work, use PAR – Problem – Action – Result
 - Close with an **understanding of them** and **how you can contribute** to their success

Examples:

YES! *“Thank you so much for the opportunity to speak with you today. After graduating with my associate degree in Business, I’ve spent the last three years building professional experience as an Executive Assistant. I’ve successfully managed end-to-end event coordination and have generated a strong professional network for my colleagues. I was excited to learn about this opportunity in the sports management space—I’ve always been passionate about the way sports bring cultures together and would love the opportunity to bring my project management and leadership abilities to this position.”*

NO! *I’m an Executive Assistant with 3 years of experience at event planning organizations. I’m skilled in project management and leading people. And I have a proven record managing end-to-end event coordination.*