

MOCK INTERVIEW INSTRUCTIONS AND EVALUATION FORM

TO THE MOCK INTERVIEWEE (STUDENT)

This resource has been created for you to give a person who will conduct a mock interview for you. You can prepare for a mock interview and real interviews by using these resources: [types of interviews](#), [interview checklist](#) and [types of interview questions](#). You should treat this mock interview like a real interview in every way. This includes how you dress and following up with a thank you email/card. This will give you the best practice possible for when the real interview comes along!

TO THE INTERVIEWER

Thank you for being willing to conduct this mock interview! For the best results, prepare by reading this entire document and the following resources: [types of interviews](#), [interview checklist](#) and [types of interview questions](#). The mock candidate should read these resources, too.

The ideal scenario is one in which the mock candidate supplies you with a job description and his/her resume and cover letter. The more familiar you are with the candidate's professional profile, the position (hypothetical or real) and its requirements, the organization and its goals and values - the more complete experience you can provide to the mock candidate. Consider reviewing the organization's web page to assist in this endeavor.

Updated 10/19/2015

nau.edu/CEFNS/StartNow/MockInterviewInstructionsAndEvaluation

[Printer Friendly Version](#)

Treat this experience as close to a real interview as possible. Do not break character if you can help it. Expect the mock candidate to treat this like a real interview, too - and evaluate them at that standard. Are you not exactly sure what the standard “should” be? Great news: each interview (even a real one) is unique, so whatever approach you take will ultimately help the mock candidate practice. Set your own standard based on what you know about the organization and industry/sector that the mock candidate is trying to prepare for. The best thing you can do is prepare using the above resources and give the mock candidate candid, non-judgmental feedback. The below evaluation form will help. If you have questions or would like some assistance, [contact us](#).

Name of Interviewer

Name of Mock Candidate

Date

Time

Type of Mock Interview (indicate all that apply) phone / in-person / video conference /
group / one-on-one / panel /
other _____

It is important to recognize that more than 75% of an interviewer’s evaluation of a candidate is based on non-verbal indicators. This means the content of what a candidate says counts for less than 25% of their evaluation for the job! With that in

Updated 10/19/2015

nau.edu/CEFNS/StartNow/MockInterviewInstructionsAndEvaluation

[Printer Friendly Version](#)

mind, provide a critique of the mock candidate using the below categories. If there is not enough space in the box, use the space at the end of the question section. Be sure to annotate your comments so everyone will be able to remember which comment goes with which category.

Non-verbal Indicator

Comments

Handshake

Attire

Tone of voice

Volume of voice

Verbal mannerisms

Physical mannerisms

Eye contact

Show of piercings/tattoos

Updated 10/19/2015

nau.edu/CEFNS/StartNow/MockInterviewInstructionsAndEvaluation

[Printer Friendly Version](#)

Cadence of speech (how fast
or slow they talk)

Overall appearance of
preparedness

Promptness

OTHER:

OTHER:

There are a number of types of interview questions. Use the chart and lists of corresponding example questions here when deciding which questions you will ask. You may ask as many of whichever types of questions you feel appropriate and have time for. You may also use your own questions and/or look more up online.

In preparation, write each question you actually ask in the spaces provided below. Then, write your notes about the mock candidate's answers below each question. This will help focus the conversation when it comes time for the critique. Also, consider allowing the mock candidate to have a copy of this evaluation. It could be very helpful for improvement of their interview skills!

Question #1:

Updated 10/19/2015

nau.edu/CEFNS/StartNow/MockInterviewInstructionsAndEvaluation

[Printer Friendly Version](#)

Question #2:

Question #3:

Question #4:

Question #5:

Question #6:



Updated 10/19/2015

nau.edu/CEFNS/StartNow/MockInterviewInstructionsAndEvaluation

[Printer Friendly Version](#)

Question #7:

Question #8: What questions do you have for this organization?

Type of Interview Question	Examples
Get-To-Know You	Tell us a little about yourself./ Why do you want this job?
Traditional	Where do you see yourself in 5 years?/ Why should we hire you?/ What is your biggest strength and weakness?/ What contributions do you plan to make to this organization?
Behavior Based	Tell us about a time when you worked well together in a team on a project. What was your contribution to the team and how did it affect the outcome of the project?/
Technical	This could come in the form of a single question - or even a sit-down test on paper with a certain amount of time to finish.
Show-Me	Show us how you would organize/process this data (data provided by them during the interview) to determine if the experiment/project

Updated 10/19/2015

nau.edu/CEFNS/StartNow/MockInterviewInstructionsAndEvaluation

[Printer Friendly Version](#)

shows statistically significant results./ Work together with the other candidates here today for the interview to determine how to accomplish Task A.

Weird/
Creative
Questions

If you could be any animal, what would it be?/ If you could invite three famous people to dinner - dead or alive - who would they be and why?/ If you were an M&M, what color would you be and why?

Illegal

Are you a US Citizen?
Where were you born?
What is your home language?
How many children do you have?
Are you married?
What religion do you practice?
What age are you?
Do you plan to start a family soon?
Have you had any recent illnesses?
When did you last have a physical examination?
Do you drink socially?
What outstanding debts do you have?
Do you own your house?

Questions
for the
interviewer

Do you have any questions for us? Here are some suggestions in case the mock candidate is at a loss as to what they should ask the interviewer:

- What is your timeline for making hiring decisions?
-

Updated 10/19/2015

nau.edu/CEFNS/StartNow/MockInterviewInstructionsAndEvaluation

-
- May I have your contact information so I can follow up with you?
 - What reservations do you have about me as a candidate that I can try to address now?
 - What is your favorite part about working here?
-

