

JAM Interview Coaching Services

Name of Interviewee: _____

Name of Interview Coach: _____

Date of Mock Interview: _____

Interviewee Should Bring:

Resume _____

Job Description _____

Completed Interview Preparation Packet _____

Sample Interview Format- Or use your own preferred interview question format

Opening and Introduction:

Tell me about yourself.

Tell me what you know about the company.

Why did you leave your last job?

Briefly walk me through your resume from education to current/last position.

Job Fit:

Interviewer uses Job Description to ask Interviewee about specific experience they have with the listed requirements for the job.

Traditional Interview Questions

Why are you interested in this position?

What are your strengths?

What are your weaknesses?

How did you get along with your last boss?

What are your long term goals?

How would you describe your leadership style?

What would you have liked to do more of in your last job?

What was the last thing you learned?

Behavioral Interview Questions- *listening for answer format of: Situation/Action/Result.*

Tell me about a time you identified a problem and solved it.

Pick an example from your current/last job that would reflect on your ability to deal with pressure.

Tell me about a time when you were not successful in completing a project or assignment.

Give me an example of a time you had a serious disagreement with your boss.

Describe a time when you have had to manage conflict between team members at work.

Individuals vary in their ability to use power to influence others. Give me a specific example of a time when you have used your persuasion skills to influence others.

Tell me about a time when you had to lift team spirit.

Describe a project or idea that was implemented primarily because of your efforts. What was your role? What was the outcome?

Tell us about a situation in which you had to adjust to changes over which you had no control. How did you handle it?

Company Fit Questions:

What contribution do you think you could make to this department?

What is your ideal working environment?

Why are you interested in this position?

What do you know about our competition?

Interview Evaluation Checklist

On a scale of 1 - 5, with 1 representing Not at All and 5 representing Always, evaluate the job interview process in the areas below.

	The person being interviewed:	Rating	Notes
1.	Listened carefully to each question -		
2.	Asked politely for clarification -		
3.	Offered positive information -		
4.	Answered directly to the point -		
5.	Responded to the question with only necessary facts -		
6.	Focused attention on successes -		
7.	Stated facts truthfully -		
8.	Appeared prepared and confident -		
9.	Showed a sincere interest in position -		
10.	Arrived on time and dressed appropriately -		
11.	Looked at the interviewer while talking -		
12.	Did not blame or show a negative attitude about past employers or job experiences -		
13.	Considered the question thoughtfully before answering -		
14.	Did not volunteer more information than was needed -		
15.	Conveyed enthusiasm -		

