

PERKIOMEN VALLEY HIGH SCHOOL

GRADUATION PROJECT : MOCK INTERVIEW

Every interview is a two way street. The person who is trying to secure a job receives the lion's share/majority of questions. However, there is also an opportunity for them to ask questions and learn more about the person(s) they are meeting or the field/company represented. A successful interview requires preparation.

STUDENTS:

Take this opportunity to learn something about the organization or individual. You do not need to record specific answers. Rather, take this opportunity to learn from this experience. Ask questions about how this individual came to this profession, what advice they might have for you, what best prepared them for this career or what challenges or opportunities they experience with their career. Be courteous.

In your final paper and presentation, share what you have learned from their mock interviews.

***** IMPORTANT NOTE TO INTERVIEWER *****

Below, there are sample questions which you (as the student's supervisor and interviewer) may use when completing the "mock interview". If you have other questions that you would prefer to ask, feel free. Please rate the student's overall performance on a scale of 1-4, with 1 being the lowest rating and 4 being the highest. (see attached form).

You are rating the student's business etiquette and how well you felt they were prepared for this interview. For the purpose of this project, etiquette is about presenting yourself with the kind of polish that shows you can be taken seriously. Etiquette plays a subtle yet important role in professional life. As our students gain more life experiences (with job shadowing, graduation project completion and career study) their responses and ease of interviewing will take shape.

Please write additional comments on the paper if necessary.

Thank you very much for participating in this program.

SAMPLE QUESTIONNAIRE FOR "MOCK INTERVIEW"

1. How would you describe yourself?
2. What influenced you to choose this graduation project?
3. What do you think it takes to be successful with this project?
4. How would you describe yourself in terms of your ability to work as a member of a team?
5. Have you ever had difficulty with a supervisor or instructor? How did you resolve the conflict?
6. Tell me about a major problem you recently handled. Were you successful in solving it?
7. What personal weakness has caused you the greatest difficulty in school or on the job?
8. How do you define "success"?
9. Describe a situation when you were able to have a positive influence on the actions of others.
10. Do you think that your grades are a good indication of your academic achievement?

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APPROVAL OF HOURS

Student: _____
Print Name Signature

This student has completed _____ (amount of hours) working on his/her graduation project, volunteering, etc. under my supervision.

Supervisor: _____
Print Name Signature

Date

MOCK INTERVIEW EVALUATION

This student has completed the “mock interview.” An evaluation, based on business etiquette and interview preparation, is reflected below with a grade (1-4) and any additional comments.

Interviewer: _____
Print Name Signature

Company/Organization: _____
Date

Evaluation *(please circle one based upon the students overall mock interview performance)*:

1	2	3	4
Student had poor business etiquette	Student had fair business etiquette	Student had good business etiquette	Student had excellent business etiquette
Student was unprepared for interview	Student completed little research and practice for interview	Student completed some research and practiced for interview	Student appeared fully prepared for interview
Student was unable to answer questions	Student answered few questions with detailed response	Student answered questions with detailed response	Student answered all questions with excellent responses
Overall Rating: poor	Overall rating: fair	Overall rating: good	Overall rating: excellent

Additional Comments/Suggestions:

