



Mock Job Interview

Students will schedule a mock interview with a JATC staff member and will complete the following:

1. Prepare for the Interview
 - a. Prepare a one page cover letter
 - b. Complete a resume
 - c. Complete a typewritten list of references
 - d. Review possible interview questions
2. Schedule the interview with a JATC staff member
 - a. State the JATC program-related job for which you are applying
 - b. Provide a copy of the cover letter to the interviewer
3. Interview
 - a. Dress appropriately
 - b. Bring resume and references
 - c. End the interview appropriately

Potential Interview Questions

1. Tell me about yourself?
2. What experience have you had?
3. Describe the skills that you would bring to this job.
4. What is your greatest strength?
5. What is your greatest weakness?
6. What did you like or dislike about your previous job?
7. What do you expect from a supervisor?
8. Describe a difficult situation and how you handled it?
9. Why are you the best person for the job?
10. How do you feel about working as a member of a team?
11. Do you have questions?



Job Interview Rating Sheet

Name: _____

Program: _____

Date: _____

| Interview Areas | Excellent | Good | Fair | Poor | Description |
|-----------------------|-----------|------|------|------|---|
| Documents | | | | | |
| Cover Letter | | | | | Content, Neatness, Spelling, Length |
| Resume | | | | | Organization, Content, Neatness, Spelling, Length |
| References | | | | | Three References, Neatness, Spelling |
| Interview | | | | | |
| Introduction | | | | | Introductions, Hand Shake, Waits to be Seated |
| Appearance | | | | | Appropriate Dress and Hygiene |
| Mannerisms | | | | | Proper Posture and Presence |
| Answers | | | | | Content, Quality, Emphasis on Skills |
| Presentation | | | | | Confidence, Maturity, Enthusiasm |
| Knowledge of Position | | | | | Informed about the company and requirements needed for the job |
| Closing | | | | | |
| Asks Questions | | | | | Asks pertinent questions about the position |
| Closes Interview | | | | | Thanks interviewer, mentions interest in the job, asks permission to phone regarding decision |
| Comments: | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Printed Name of Interviewer

Signature of Interviewer

Date: