



Employers' Mock Interview Template

This Mock Interview Template is designed to help employers conduct effective mock interviews with young people. Mock interviews serve as a valuable tool for both youth and employers, providing opportunities for practice, feedback, and skill assessment in a simulated interview setting.

Purpose & How to Use the Template

The primary purpose of the mock interview is to assist youth in preparing for a real job interview through a structured practice session. Additionally, the mock interview allows employers to evaluate the youth's readiness for the workforce, identify areas for improvement, and determine suitable job tasks and placements within the organization.

Employers are encouraged to follow the template sequentially, starting with the introduction and proceeding through each section. The template provides guidance on conducting the mock interview, offering feedback, and evaluating the youth's performance.

Mock Interview Structure

1. *Introduction*: Provide a warm welcome and overview of the mock interview process.
2. *Mock Interview Questions*: Offer a range of questions to assess the youth's skills, abilities, and suitability for the job.
3. *Feedback and Evaluation*: Facilitate constructive feedback and evaluation of the youth's performance during the mock interview.
4. *Justification for Mock Interviews*: Have youth explore the benefits of engaging in mock interviews, emphasizing skill assessment, confidence building, and alignment with job requirements.



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Employer's Welcome & Overview

"We're excited to have you here today and appreciate your willingness to participate. The purpose of this mock interview is to provide you with an opportunity to practice your interview skills in a supportive environment as well as allow us to get to know you better. We want this experience to be valuable for you, so feel free to ask questions and take your time as we go through the process. First, tell us about yourself."

Mock Interview Questions

Background and Experience	Can you tell me about your educational background and any relevant experience you have? Notes:
	What motivated you to apply for this position? Notes:
	How do you think your previous experiences have prepared you for this role? Notes:
	Question: Notes:
	Question: Notes:



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Skills and Abilities	What specific skills or abilities do you have that would make you a good fit for this position? Notes:
	Can you provide an example of a time when you successfully used [specific skill] to accomplish a task? Notes:
	How do you handle challenges or obstacles that arise in your work/school work? Notes:
	Question: Notes:
	Question: Notes:



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Problem-solving and Critical Thinking	Imagine you encounter a situation where you have conflicting priorities or deadlines. How would you approach it? Notes:
	Can you describe a time when you had to solve a problem creatively? Notes:
	How do you prioritize tasks when you have multiple responsibilities? Notes:
	Question: Notes:
	Question: Notes:



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Communication and Teamwork	<p>Communication is essential in any workplace. How do you ensure effective communication with your team members?</p> <p>Notes:</p>
	<p>Can you give an example of a successful collaboration you've had with others? <i>Youth may use any example not limited to schoolwork or personal examples.</i></p> <p>Notes:</p>
	<p>How do you handle conflicts or disagreements with colleagues/peers?</p> <p>Notes:</p>
	<p>Question:</p> <p>Notes:</p>
	<p>Question:</p> <p>Notes:</p>



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Work Ethic and Reliability	<p>Punctuality and reliability are important in any job. How do you ensure that you're always on time and dependable?</p> <p>Notes:</p>
	<p>How do you stay motivated and focused on your tasks, especially when faced with challenging situations?</p> <p>Notes:</p>
	<p>Can you tell me about a time when you had to manage multiple responsibilities simultaneously?</p> <p>Notes:</p>
	<p>Question:</p> <p>Notes:</p>
	<p>Question:</p> <p>Notes:</p>



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Career Goals and Aspirations	<p>Where do you see yourself in five years, and how does this position align with your career goals?</p> <p>Notes:</p>
	<p>What interests you most about this industry or field work?</p> <p>Notes:</p>
	<p>How do you plan to continue learning and growing in your career?</p> <p>Notes:</p>
	<p>Question:</p> <p>Notes:</p>
	<p>Question:</p> <p>Notes:</p>