

Student-Led Mock Interview Activity

Teacher Instructions

Objective

Facilitate a student-led mock interview activity that helps students develop practical interviewing skills. Students will take turns playing both roles as the interviewer and interviewee, asking and answering entry-level interview questions with a partner. Students will prepare for their mock interviews by researching common interview questions, answers, and proper interview behavior and etiquette.

Activity Overview

- Activity Timeline:** There are two parts to the mock interview activity which may take place during one or multiple class periods:
 - Part 1:** Conduct individual research on entry-level interview questions and how to answer them.
 - Estimated duration: 30 - 45 minutes
 - Part 2:** Assign partnerships, conduct mock interviews, and fill out partner evaluations.
 - Estimated duration: 30 - 40 minutes
- Required Materials:** Each student will need:
 1. Access to a computer or device with internet for research
 2. Lined paper and writing utensil to take notes
 3. Printed partner evaluation form
- Forming Partnerships:** Assign partners or allow students to choose their own partner. Each partner will have the chance to play roles as both the interviewer and the interviewee.
- Post Activity & Discussion:**
 1. Collect students' lists of questions, response notes, and evaluation forms. Students are instructed to staple all 3 sheets together to submit.
 2. Facilitate a class discussion regarding the common interview questions, answers, and etiquette they discovered.

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Project Overview

In this project, you will conduct mock interviews with a partner to practice both asking and answering common interview questions. This activity will help you build confidence and prepare for real-life job interviews by enhancing your research, communication, and critical thinking skills.

Treat this mock interview as if it were a real interview. The more effort you put in, the more you will gain from the experience and feel prepared for future job interviews!

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Instructions

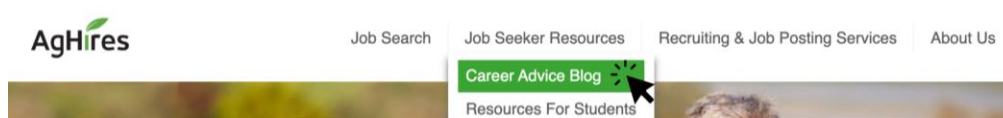
Part 1 – Research & Prep

Step 1: Research Interview Questions, Responses & Etiquette

To prepare for your interview, start by researching the following:

1. Common, entry-level job interview questions
 - Compile a list of **5-7 questions** to ask your partner during the interview.
 - For this activity, avoid specific company or position-related questions.
2. How to effectively answer common interview questions
3. Proper interview etiquette and behavior (e.g., greeting, eye contact, posture)
 - Take notes on your research to reference prior to your turn as the interviewee.

Tip: For one of your resources, visit blog.aghires.com and select “Career Advice”. Search through the articles to find common interview questions, answers, and tips.



Part 2 – Conduct Mock Interviews

Step 1: Form Partnerships

After instruction from your teacher, pair up with a classmate for the mock interview activity.

Step 2: Assign Roles

Determine which partner will first play the role of the interviewer (the one asking the questions) and who will first play the role of the interviewee (the one answering the questions).

Step 3: Conduct The Interviews

The full mock interview process should last approximately 20-30 minutes.

1. Partners should be seated across from one another to face each other.
2. The first interviewer will begin by spending 10 to 15 minutes asking questions to the first interviewee.
 - a. The interviewer will use the list of 5 to 7 questions they developed from their research.
 - b. The interviewer will take notes on the interviewee's responses as they answer each question. Your notes of their responses do not need to be word-for-word.
 - c. Don't forget proper greetings and closings.
3. Switch roles and repeat the process as the new interviewer and interviewee for the next 10-15 minutes.

Step 4: Evaluate Your Partner

After each partner has completed both roles, take a few minutes to fill out the evaluation form to provide your partner feedback on their interview. Then, give your partner their completed evaluation form to review.

Step 5: Submit Your Work

Staple together the following forms and submit them to the teacher:

1. List of interview questions used
2. Notes from their interviewee's responses
3. Your evaluation form (filled out by your partner)

Mock Interview Student Evaluation

Your Name (Interviewer): _____

Partner's Name (Interviewee): _____

Evaluate the interviewee by checking the box if they demonstrated the following:

- Greeted the interviewer
- Shook hands with the interviewer
- Maintained eye contact
- Maintained good posture
- Thanked the interviewer

Rate the interviewee on a scale of 1 (Needs Improvement) to 3 (Outstanding) in the following areas (circle one):

1. Answered questions clearly and completely	1	2	3
2. Used appropriate body language (not fidgeting, etc.)	1	2	3
3. Remained engaged and enthusiastic	1	2	3
4. Spoke clearly and professionally	1	2	3
5. Overall performance	1	2	3

Additional Comments (Things they did well, areas to improve on, etc.):

After completing, swap forms with your partner to give them their evaluation (turn in the sheet that has your name on the *interviewee* line).