



INSTRUCTIONS

With a friend or a staff member from the placement or co-operative education office serving as the interviewer, rehearse th skills you have learned for participating in a successful interview.

Choose a hypothetical organization and position and go all the way through a practice interview. Afterward, ask the interviewer to complete the “Job Interview Performance Evaluation” form. Practise the job interview several times or until you feel comfortable with the process. With each interview, try to improve your rating on items evaluated as “average” or below. The following questions can serve as guidelines for the person who is playing the role of the interviewer.

Interviewer: “I appreciate your coming in today for this interview. I’ll like to ask you some questions, but first take a few minutes and describe yourself and your background to me.”

Your Response:

Interviewer: “Thank you, that’s very interesting. Now tell me what it is about your background and training that you believe qualifies you for employment with this organization.

Your Response:



Interviewer: “What do you consider to be your major strengths and weaknesses?”

Your Response:

Interviewer: “If we were to offer you a position with our organization, where would you see yourself in ten years?”

Your Response:

Interviewer: “How do you think your extracurricular activities while in school will help you in the position you are applying for in our organization?”

Your Response:

Interviewer: “summarize for me why would like to work for this organization.”

Your Response:



Interviewer: "Now I'd like to know if you have any questions that I might be able to answer."

Your Response:
