

Mock interviews checklist



What job would you like to apply for? _____

PERSONAL QUESTIONS

COMMENTS

“Tell us about yourself?”

Highlight your educational background

Highlight your personality and personal characteristics

Highlight your interests and passions that are relevant to the job

Highlight the work experience, communities and leadership positions you are linked to or held

Focus on your strengths and skills relevant to the job

Highlight your future career goals

“Why are you the best candidate?”

Explain how your skills will be useful in the job

Focus on ***what makes you stand out!*** (One fun fact)

“What is/are your strengths?”

Identify a strength/skill you know the *company is looking for*

Provide an example of where you used this skill

| “What is/are your weaknesses?” | | |
|---|--|----------|
| Mention a weakness and how you overcame it | | |
| Mention a weakness you view as a strength | | |
| COMPETENCY-BASED QUESTIONS | | COMMENTS |
| STAR method | | |
| Tell me about a time you overcame a challenge or obstacle? | | |
| Situation: Describe the context in which you performed a job/faced a challenge | | |
| Task: Describe your responsibility in the situation | | |
| Action: Describe how you completed the task in order to meet the challenge | | |
| Result: Emphasize what YOU accomplished and learned | | |
| Give an example of a time you had to handle conflict? 4 | | |
| Situation: Describe the context in which you performed a job/faced a challenge | | |
| Task: Describe your responsibility in the situation | | |
| Action: Describe how you completed the task in order to meet the challenge | | |
| Result: Emphasize what YOU accomplished and learned | | |