Mock Interview Packet
How to practice your interview skills

"Facing your fears robs them of their power" - Mark Burnett

Practice makes ... confident & relaxed!

I can teach you every insider secret about who gets hired - and why. That will be good, but you'll never remember it all when it really matters ... right in the middle of a high-pressure job interview.

"What we fear doing most is usually what we most need to do." – Tim Ferriss

How to do a "mock interview"

• Ask someone to do one with you (pssst! family + friends rarely good). Prep your partner: ask him/her to act like the real interviewer, use your interview packet, take notes and then fill out the scorecard.

• Pick the time and place (make it professional + as close to the real thing as possible). Ask them to plan on 2 hours when they meet with you. You'll need 30-60 minutes for the actual interview, 10 minutes of feedback and then time to work together to come up with better answers to the toughest questions.

• Pick a specific job posting to use during your mock interview

• Prep a list of 10 interview questions for that specific job posting. Start with the 5 Key Questions.

• Give your friend an interview packet w/ these things in it:

❑ Your resume
❑ Job posting (if you have one)
❑ Anticipated interviewer name + job title
❑ Your list of interview questions you think they'll ask you
❑ Interview summary sheet (see below)
❑ Scorecard (see below)

• Prep like it's the real deal. Research the role + company.

• Pretend it's the real deal. Dress for success. Arrive early.

• Review your performance with your partner (using scorecard + notes)

• Best practice = videotape the interview. I know, I know: it's really unnerving the first time, but it's the best way to learn.

Mock Interview Summary Sheet

Note to interviewer:
Be honest, but please don't be a jerk. Your MOST IMPORTANT JOB is to boost their confidence and help them put their best foot forward. KNow this: there is no "perfect" candidate, so some mistakes are normal! role in this is that of coach – not drill sergeant. Your #1 goal is to boost your candidate's competence AND confidence. They are really sticking their neck out, and they are trusting you with their precious heart and psyche. Honestly … that's what is happening here. Please honor the risk they're taking and think before you deliver the bad news (opportunity for improvement). You just might be the difference between a job offer and a job rejection. Remember that and please remain positive and inspiring. Thank you!

Interviewer high-level summary:
What is your overall impression of the candidate's "fit" for the position?

Answer these questions:
• Did the candidate show up well-prepared + dressed for success?
(Circle one)   Yes   No

• The great: Name 3 things the candidate did well.
   1. _____
   2. _____
   3. _____

• The ho-hum: Name 3 times the candidate missed a chance to shine
   1. _____
   2. _____
   3. _____

• The whoopsies: Name 3 answers / situations that did not go well. These are "coachable moments." Be nice. Be positive. Be honest. Share the 3 biggest opportunities for improvement. ***Limit this to just 3. Remember this: employers are not looking for perfect, and if you overwhelm the candidate with too much negative feedback, you'll zap all of their confidence. Pick the 3 most glaring + deliver clear, simple suggestions for improvement.
   1. _____
   2. _____
   3. _____

Mock Interview SCORECARDS

5 KEY QUESTIONS SCORECARD: Summarize the "fit" based on 5 key hiring criteria. Rate the candidate in the following areas, with 5 being the highest ranking. Consider especially how likely this person is to take the job, and stay (cultural fit, compensation and desire for the job).

	1	2	3	4	5 (best)	Comments
They CAN DO the job (right skills)						
They UNDERSTAND the job						
They will FIT IN (cultural fit)						
They are at the RIGHT PRICE						
They WANT the job						

The "Soft skills" SCORECARD - Summarize the "fit" based on "soft skills" … the "CATNIP" attributes

	1	2	3	4	5 (best)	Comments
Communication skills						
Aptitude / competence						
Technical skills						
Nice person						
Integrity						
Professionalism						