

# Mock Interviews & Interview Training

**(FOR STAFF TRAINING)**

By  
Greg Peltier



# Resources

Understanding the Interview Process

Taking Employment Tests

Your 30 Second Commercial

Preparing for your Interview

Dress for Success

Sharpen your Listening Skills

Watch your Body Language

Answering Questions

Asking Questions

Follow Up After the Interview

What you did well and Where you could Improve

# **Interview Training For Individual Participant**

# The Importance Of The Interview

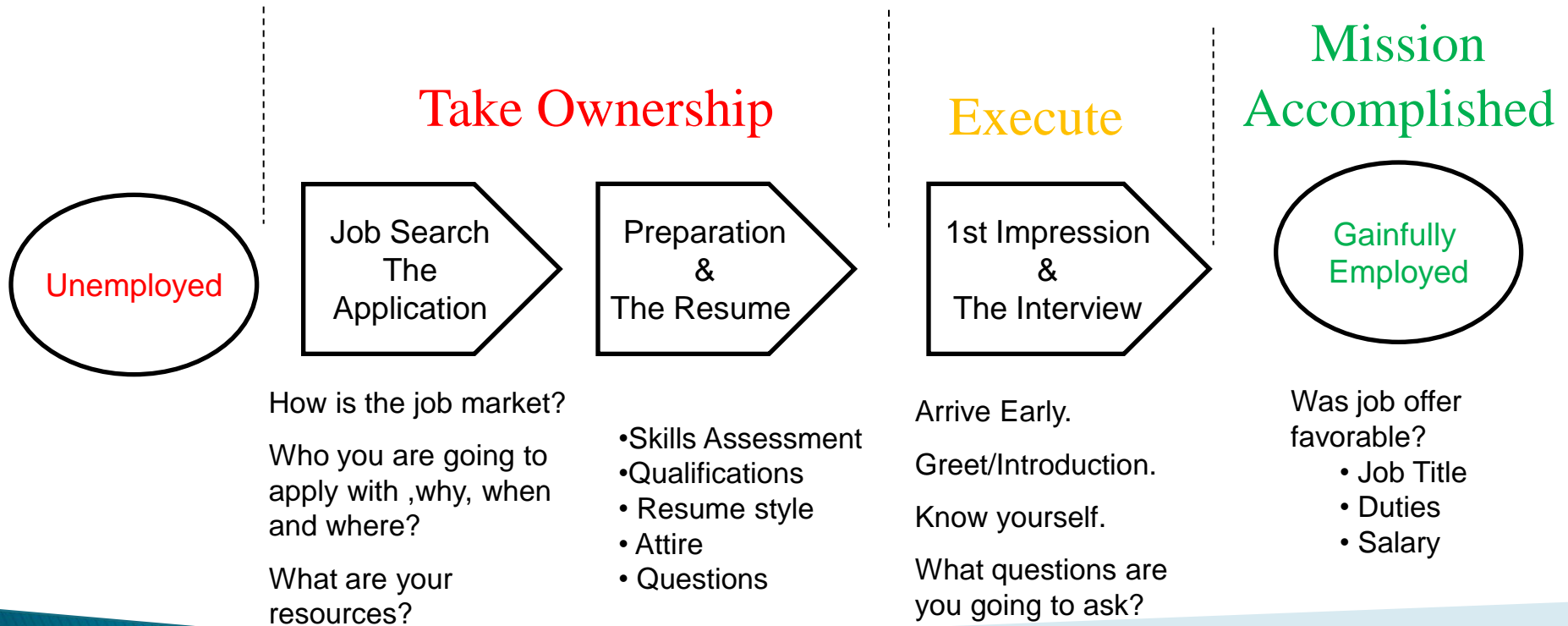
The interview is one of the most important steps to getting a job.

The cover letter and resume can interest an employer.

**The interview will make or break your chances of landing the job**



# The Process Of Job Search

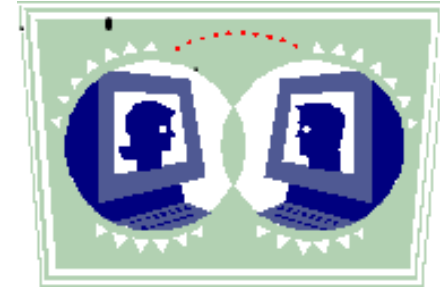




# Types Of Interview Formats



**Telephone**



**Webcast**



**One to One**



**Panel**

# Parts Of The Interview

**Introduction**..... 5 minutes

- Greeting
- Introductions
- Ice breaker (small talk)

**Information sharing**.....20 minutes

- Provide information about organization
- Ask candidate questions
- Answer candidate questions

**Close**.....5 minutes

- Follow-up steps
- Farewell



# Prepare For The Interview

**Study the most common interview questions asked**

**Do your research! (Know about the Position & Company)**

Be sure to have a general understanding about the mission, vision and goals of the company that you are trying to find employment

**Know the location of the interview**

Arrive 10-15 minutes early

**Take extra copies of your materials**

- Resume & Transcripts
- List of references
- Portfolio
- Notebook and pen

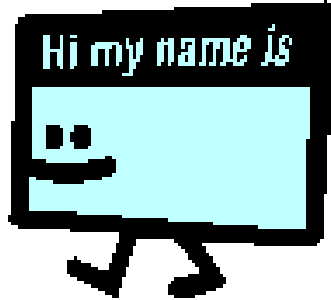
**Prepare questions for the interviewer**





# The Intro: “Tell Me About Yourself?”

## State your 30-60 Second Commercial



BACKGROUND

ACCOMPLISHMENTS

OBJECTIVE

My name is \_\_\_\_\_  
I am a Logistics Supply professional at 56<sup>th</sup> IBCT  
specializing in \_\_\_\_\_

My experience (describe)  
I am (Strength) , which I demonstrated when I  
(Accomplishment)

I'm looking for a position where I (goals)

I can be of immediate benefit to your company  
because (How?)

# Typical Mock Interview Exercise

1. Basic Interview Questions (Traditional)
2. Behavioral Interview Questions
3. Salary Questions
4. Career Development Questions
5. Getting Started Questions

# Type Of Questions

## **Close-ended (yes or no)**

- Are you willing to relocate?

## **Open-ended**

- Why did you choose “...” major?
- What job duties do you like and why?

## **Behavioral (or Situational)**

- Describe a time when you took the lead on a project. How did it turn out?
- Tell me about a time when you had to deal with an irate customer or had to resolve a disagreement among a group’s members

# Behavioral Interviewing

- Based on the premise that “The most accurate predictor of future performance is past performance in a similar situation”
- Interviewer identifies the knowledge, skills, experiences, and behaviors that are desirable in the position
- Questions are designed to determine if candidate has the skills and characteristics necessary to succeed in the position
- Questions usually start with:
  - “Tell me about a time....”
  - “Describe a situation when...”
- **Respond by using the S-T-A-R approach**



# The S-T-A-R Approach

- S** Describe the **Situation** you were in
- T** Describe the **Task** for which you were responsible
- A** Describe the specific **Action** you took
- R** Describe the **Results** of your actions

# S.T.A.R Example

**Tell me about a project you initiated?**

**Situation/Task:** During my deployment to Iraq, I was responsible for managing “ABC” activities/events ... I noticed that supplies at these facilities had depleted by 20% over the past 3 years.../ I was tasked to reduce waste and mitigate inventory losses.

**Action:** I designed a new inventory control initiative to go out to the different units and end users... collected feedback on our supplies... organized internal discussions to raise awareness...

**Result:** I utilized ideas from the end-users, enlistees & NCOs, made our internal systems more efficient and visible and lowered waste and increased supplies availability by 15% the first year.

# Job Requirements vs. Your Qualifications

(Develop a table with two columns)



In the left column, list the position's required qualifications with each requirement

## Position Requirements

- Required education/training
- Required skills
- Required experience

In the right column, match one of your qualifications

## My Qualifications

- My education/training
- My skills
- My experience

# Salary Negotiation



The topic of Salary – is always negotiable

Always negotiate with the hiring authority

Let the employer name the salary first. Otherwise, you may price yourself out of a job offer – or end up working for less than employer planned to pay

Be sure to qualify a salary offer so that no misunderstanding occurs (e.g. If I understand you correctly, you are offering me this position at \$12.00 per hour?)



# Candidate Questions (3-5 Qs)

**(Do you have any Questions?)**

The questions you ask the interviewer helps you decide if this is the right place for you to be

Have at least three written (intelligent) questions

Be prepared to ask Questions about topics raised in interview

# The Farewell – Or – Conclusion

## (Closing Statement)

1. Thank the interviewer for their time
2. TELL THEM THAT YOU WANT THE JOB!  
(that you want to work for Company ABC)
3. Remind them you are the best candidate

# Follow-Up (*After The Interview*)

Make some notes after the interview

Send a thank-you letter to the interviewer  
within two business days

- Express your appreciation for the interview
- Emphasize your qualifications
- Re-affirm your interest in the position



After a week (or depending on the timeline of when the job is going to be filled), **send a follow-up email or phone call** to determine if the employer has made a decision or is still in the interview process

**NOTE:** Unfortunately, many employers do not contact applicants if he/she did not obtain the job!

**Questions?**