



# Advocating for Employment

## Mock Interview Questions Worksheet

This exercise will provide ambassadors the opportunity to practice interviewing in a comfortable, relaxed environment. Speech coaches should use the exercise to provide feedback to the ambassadors on best practices to improve interview skills and prepare for interviews. Be sure to assess verbal and nonverbal communication throughout the interview.

Speech coaches can select any questions from the list below to ask the ambassador; there is no specific order. Be sure to allow time for ambassadors to ask questions and provide feedback.

After 10 minutes, ambassadors should switch to a new speech coach to practice interview questions with a different person. Encourage ambassadors to try new answers and improve their interview style in each round.

Below are sample job descriptions to help the ambassadors' role play. Utilizing the job descriptions are optional. The ambassador would choose one of the jobs and use the description to answer the interview questions.

### Clerical Job Description:

To provide administrative and clerical support to ensure the efficient operation of the department or office. Responsibilities: reviewing files and records to answer requests for information; checking and distributing documents and correspondence; receiving, sorting and distributing incoming mail; maintaining filing systems; compiling records of office activities; photocopying, scanning and faxing; sending emails; preparing and sending outgoing mailings and packages; answering and directing phone calls; making phone calls; taking and distributing messages.

### Spa Attendant Description:

A main responsibility of a spa attendant is to keep the front reception area clean and free of clutter and to clean spa rooms after client use. This is an ongoing part of the day since clients come and go regularly. Also key in this role is using cleaning products that are chemical-free and that aren't abrasive to the equipment. Restocking towels is another element of this duty. Guests expect clean spa areas, so this function is essential to the business. A general role of the attendant is greeting and interacting with guests. This includes a friendly "hello" and "goodbye." You also check in guests using the spa's point-of-sale tools. For marketing purposes, customer accounts help track how long clients have used the spa and what they purchase. Attending to special requests and needs of guests is also important, especially in higher-end facilities that emphasize a VIP-treatment experience. Extra towels or linens are common items requested by guests.

### **Mock Interview Questions**

Tell me about yourself.

What is your greatest strength?

What are your weaknesses in the workplace?

Why are you interested in this job?

What are you passionate about?



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What do you hope to accomplish?

What is your preferred work environment?

Why do you think you are the best candidate for the job?

Tell me about a time that you had to accomplish a task/goal that was difficult for you; what did you do to overcome the challenge?

How do you like to stay organized?

What is your greatest accomplishment?

What are three positive things someone might say about you?

What are three skills you have that make you the best fit for this job?

What is the most important thing you have learned?

What are the qualities of a good leader/a bad leader?

If you were an animal, what animal would you be?

If you could choose one superhero power, what would it be and why?