

Mock Interview Guidance



Thank you for volunteering to be a Springboard Ambassador and facilitating a Mock Interview.

Please note we do not send trainee contact information to ambassadors. If you would like to swap contact details this must be facilitated via the programme delivery manager.

Mock interviews are a great way to prepare our trainees for the real thing. This is the trainee's opportunity to practice what to say and do during an interview, with you giving feedback.

Tips:

- Mimic an interview setting, think about your background on Teams? Or if doing F-2-F, an office setting works best
- If F-2-F, stand up and welcome the trainee, shake their hand – be professional
- Introduce yourself, who you are and where you work – this will ease the trainee into the interview making them feel less nervous
- Ask them to do the same
- Set the layout of the interview, informal or formal? How much time?
- Remind them, this is just a practice run
- Read through and get familiar with the below questions
- Be clear and concise when asking the below questions
- Be patient, the trainee may need time to have a think about their answer
- Prompt the trainee if needed, keeping in mind you are mirroring a real-life interview
- Be honest when giving feedback; be constructive and give solutions
- Be enthusiastic, encourage the best from them and give praise
- Be prepared for the trainee to ask you questions
- Speak positively about the industry, after all your in place to inspire the next generation! Tell stories and talk about your experiences within the interview

Important notes:

- If doing the interview digitally, you will have been provided with a Teams link to attend the interview by the Programme Delivery Manager
- Join the link 5 minutes before allocated time
- Have the Programme Delivery Manager details to hand in case there are any problems
- Complete the below form honestly, emailing back to the Programme Delivery Manager on the same day (if possible)

Mock Interview Questions and Feedback

Trainee Name:

Date:

Questions	Comments
1. Tell me about you, what are your interests and what makes you tick?	
2. What skills and knowledge have you recently gained? And what is the most useful thing you have ever learned?	
3. Talk me through your CV? (Here prepare some questions in advance... such as why do you have gaps?, what were the best and worst bits of job or why did you only stay there one-month etc...)?	
4. If I was to wave a magic wand and create your ideal job, what would it be?	
5. Why should I employ you over another candidate?	
6. Where do you need to develop more?	
7. What is the long-term plan – where do you want to be when you are 20/30/40?	

8. Tell me about a time where you worked well as part of a team?			
9. Tell me about a time where something went wrong, if you could turn back time what would you do differently?			
10. What is your proudest achievement?			
11. What have you always wanted to ask someone in an interview but always been scared to?			
12. How did you think the interview went? (Follow up with constructive feedback, be honest, say if you would or wouldn't employ the person and state why)			
Feedback	Yes	No	Any Comments
1. Did the Trainee join the interview on time?			
2. Was their appearance neat and appropriate (i.e., neat hair, no t-shirts with slogans)			
3. Was their background appropriate (i.e., as plain a wall/bookcase as possible)			

4. Did they have positive posture (i.e., sitting upright, facing the camera)?			
5. Did they give consistent eye contact?			
6. Did they smile?			
7. Did they speak clearly?			
8. Did they appear relaxed and confident (allowing for the stress of interviews)			
9. Did they thank you for your time?			
10. What is your impression of their personality and attitude?			

Interviewer

Name:

Job Title:

Employer:

I agree for my mock interview feedback to be shared with the Trainee in order to support their Interview Skills development, for the Trainee to share the feedback as part of their job search with potential employers, and for the Trainee to include that they have had a mock interview on their CV and job applications. My feedback is for this mock interview and is not a reference.

Signed:

Date: