

Mock Interview Format & Questions

JOB SEARCH EXERCISES

TENONPREP

Interview Format

Mock Interviews

PARTNER
EXERCISE!



You're Invited to Interview

And you get to pick the job description!



Select Your Job Description

Use your own, or choose from 15+ real job descriptions on [Tenonprep.com](https://tenonprep.com)

How to Find Tenonprep Job Descriptions

1. Go to www.tenonprep.com
2. Go to the "[Job Search Exercises](#)" page
3. Scroll to the bottom of the page to find the "Job Descriptions" tile
4. Hit the "CLICK HERE" button on that tile and enter the PASSWORD
5. Click the title of any job description to see it; **OR**
6. Use a job description for a job you are interested in

Mock Interview Format (Partner Roles)



Interviewers Will Ask at Least **Six** Questions



“Can you please tell me about yourself?”



Two Common Interview Questions



Two Behavioral Interview Questions



“Why should we hire you for this job?”

Reminder to Anchor These Answers to the Job Description

"Can you please tell me about yourself?"

"Why should we hire you for this job?"



Interviewees Will Ask At Least Two Questions at the End

The second question will be the same for everyone - what is it?

Example Exercise Script - Part I

- *Interviewee gives job description to Interviewer*
- *Interviewer reads job description*
- **INTERVIEW STARTS - PARTNERS "IN CHARACTER"**
- **Interviewer:** Hi, my name is Michael Hromadka. I work for Alabama Power and I'll be interviewing you today for the **Treasury Specialist** position. How are you?
- **Interviewee:** Fine, thank you.
- **Interviewer:** Let's get started. Can you please tell me about yourself? [required question]
- **Interviewee:** [Answers]
- **Interviewer:** Why are you interested in this company? [common interview question #1]
- **Interviewee:** [Answers]
- **Interviewer:** What is your greatest weakness? [common interview question #2]
- **Interviewee:** [Answers]

Example Exercise Script – Part II

- **Interviewer:** Please describe a project you led. What was the project and what did you learn? Was the project a success? [behavioral interview question #1]
- **Interviewee:** [Answer]
- **Interviewer:** Describe a time you disagreed with someone at work. How did you handle that? [behavioral interview question #2]
- **Interviewee:** [Answer]
- **Interviewer:** Why should we hire you for this job? [required question]
- **Interviewee:** [Answer]
- **Interviewer:** Do you have any questions for me?
- **Interviewee:** [Ask Interviewee question #1]
- **Interviewer:** [Answer]
- **Interviewee:** What are the next steps in the process and when should I expect to hear back? [required Interviewee question #2]
- **Interviewer:** [Answer]
- **Interviewee:** Thank you for your time.

“Debrief” Discussion After the Interview

1. Did the Interviewee’s answer to “Can you please tell me about yourself” tie back to the job description in some way? **(Interviewer Answers)**
2. How well did the Interviewee answer the common interview questions? **(Interviewer Answers)**
3. How well did the Interviewee answer the behavioral interview questions? **(Interviewer Answers)**
4. Did the Interviewee’s answer to “Why should we hire you for this job?” tie back to the job description? Did the Interviewee state how they met the minimum qualifications? **(Interviewer Answers)**
5. Did the Interviewee ask follow-up questions to the Interviewer? **(Interviewer Answers)**
6. How would the **InterviewEE** rate the interview on a scale from 1 to 10? **(Interviewee Answers)**

Interview Questions

List of Common Interview Questions

- 1. Can you please tell me about yourself?**
- 2. Why are you interested in this job?**
3. Why are you interested in this company?
4. Why are you interested in this industry?
5. What is your greatest strength?
6. What are some of your weaknesses?
7. Why do you want to leave your current job?
8. Do you prefer working individually or on a team?
9. Can you please explain any gaps in your resume?
10. Where do you see yourself in five years?
11. What makes someone a good employee?
12. What makes someone a good leader?
13. What motivates you?
14. How do you handle ambiguity?
15. How do you handle stress or conflict?
- 16. Why should we hire you for this job?**
- 17. What are your compensation expectations?**

Tips: Answering Interview Questions

01

Be Brief

02

Anchor
Answers to
the Job
Description

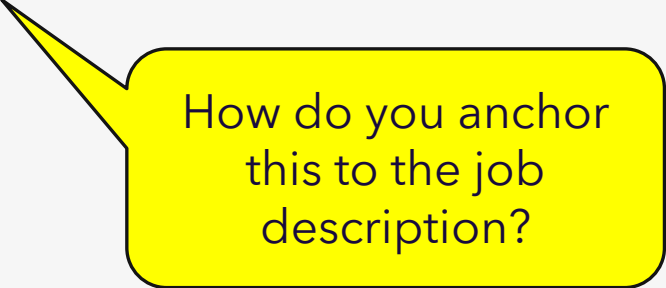
03

Be Genuine

To remind
them that
you're
qualified!

The First Interview Question

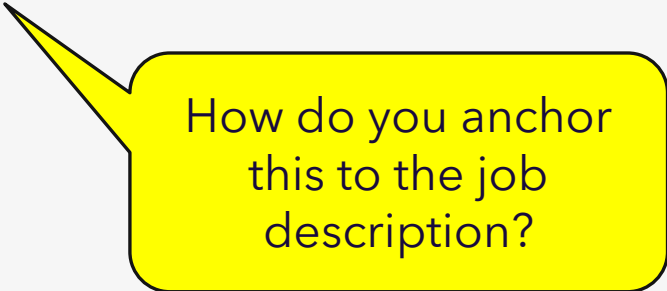
“Can you please tell me about yourself?”



How do you anchor this to the job description?

[Probably] the Second Question

“Why are you interested in this
job?”



How do you anchor
this to the job
description?

Answering “Why Should We Hire You?”



MEET MINIMUM
QUALIFICATIONS



MEET PREFERRED
QUALIFICATIONS



PROVIDE ADDITIONAL
VALUE



Job Description

Showing That You're "Qualified" - *You Already Did It & It Worked!*



&

You were selected to
interview!

What If You Aren't Perfectly Qualified?

(meaning you don't meet all the
qualifications listed in the job
description)

Explain

Analogize

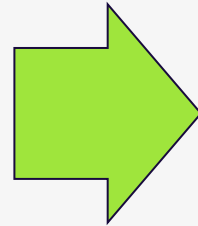
Surprise

Answering Compensation Questions

“What is your expected compensation?”

Answering Compensation Questions

First:
Redirect



Second:
Give Range

Reasons to Redirect Compensation Questions

You're too low!

You're too high!

You have no leverage [yet]!

Redirecting Compensation Questions

1

"Market-based."
OR
"The posted salary range works."

2

"I need more information about the comp and benefits package before I can answer that question."

3

"I need information about benefits and workplace flexibility; we can discuss those if I receive an offer."

"Can you please tell me what the [approved] salary range is for the job?"

Determining a Compensation Range

REASONS YOU CAN'T REDIRECT

"I have to input an expected salary or else your application won't get processed in the ATS."

- **Human Resources**

"If I don't report your expected salary when I present your resume to my client, they won't consider you."

- **Recruiter**

"If your salary expectations exceed my budget, then you're wasting my time."

- **Hiring Manager**

SOURCES OF BENCHMARKING DATA

Your Job Description

Other Job Descriptions

Websites

Career & Alumni Services

Personal Experience / Other Offers

Recruiters

Coworkers (Past & Present)

Family & Friends

Redirect Questions about *Current Pay*



How much do you currently make?

Potential Employer



**REDIRECT and/or
GIVE RANGE**

YOU

List of Behavioral Interview Questions

1. Please describe a project you led. What was the project and what did you learn? Was the project a success?
2. Have you ever worked on a team with someone who underperforms? How did you handle that underperformance?
3. Do you prefer to work on teams or individually?
4. Describe a time you received constructive criticism at work. How did you handle it?
5. Describe a time you voluntarily led something. Why did you volunteer?
6. Describe a time you disagreed with your manager. How did you handle that?
7. Describe a time you had to provide customer service to an angry or upset customer. How did you handle that situation?
8. Have you ever hired or fired someone? If so, what lessons did you learn from the experience?

TIP: Brainstorm Three Experiences to Answer Almost Any Behavioral Interview Question

Complexity

Critical
Thinking

Teamwork

Conflict
Resolution

Leadership /
Project
Management

Generate Questions for YOU to Ask the Interviewers

Why is it important to ask the
interviewers questions?



The Importance of Asking Questions

Always ask your interviewers questions

You need missing information



You want hidden information



You're interviewing them too!



You get to show off your preparation



You want to seem interested in the job

Example Questions to Ask Your Interviewers

Ask for more information about the job

Ask why the job is open

Ask about the group

Ask what success looks like

Ask about challenges in the company and job

Ask why you were selected to interview

Other