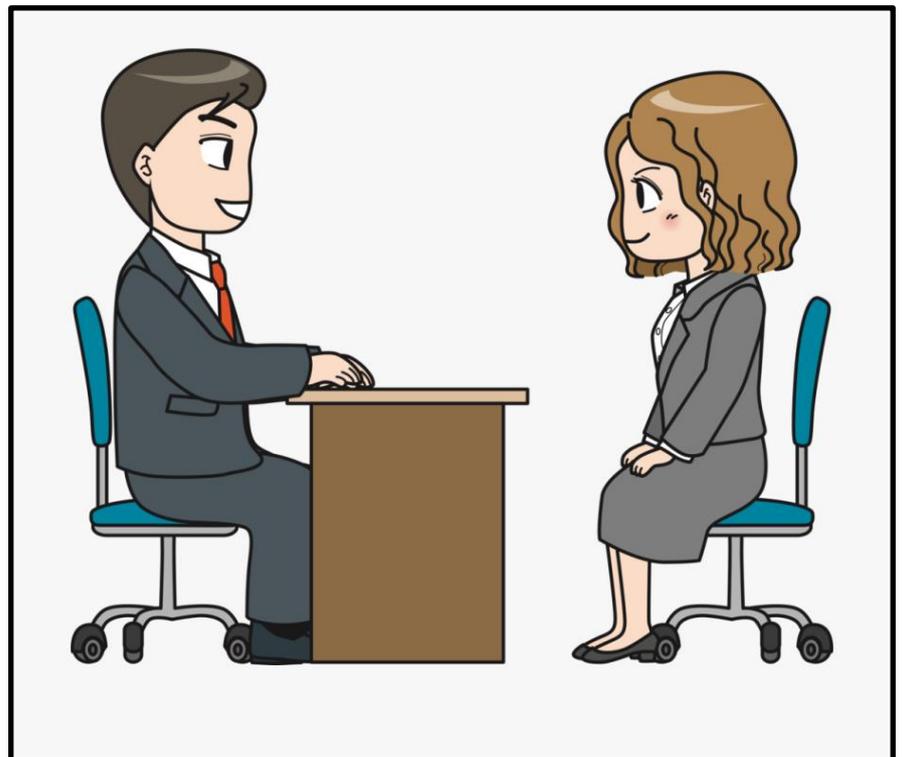


**Rotary**  
District 9800



**2021**

## Mock Interview Program



**Guideline and Templates  
for Clubs on how to  
establish a Mock  
Interview Program**



## Vocational Service: Mock Interview Program

---

### Introduction

#### Vocational Service:

Through Vocational Service we:

1. *Serve Others by using our unique skills to address community needs*
2. *Empower others through training and skill development*
3. *Inspire Others to act with integrity by following Rotary's guiding principles.*

Establishing and/or participating in a Mock Interview Program for students or adults enables Clubs to meet the second aspect of Vocational Service - **Empowering others through training and skill development.**

It is also aligned to the "Schools and Job Ready" streams in the D9800 Vocational Strategy.

The following suggested guidelines on how to establish a **Mock Interview Program** have been based largely on:

- Programs run by Hawthorn, Brighton and Richmond RCs in Melbourne.
  - Information for Students has been based on Australian Government guidelines (Job Jumpstart) developed for young people aged 15-25. Note that some of the examples in Job Jumpstart materials are designed for older people with more experience than high school students. Where practical, it may be advantageous to provide more relevant examples.
  - Information for Interviewers has been based on UK guidelines published by the Rotary Club of Wrexham in UK.
- 

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• Examples of Rotary Mock Interview Programs	23
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# Introduction to Rotary Mock Interviews

## Introduction

---

### Objectives

The objectives for “Mock Interviews” are different from normal job interviews. E.g., they are:

- To help interviewees identify their interview strengths and weaknesses.
  - To motivate them to take specific steps to improve their future interview performance.
  - To provide them with suitable interview guidance information.
  - To complement and support Mock Interview programs at Secondary Schools.
- 

### Advice to Rotary Clubs

- Interviews should generally be conducted at school locations such as school halls, libraries, etc. which are large enough to accommodate groups of interviewers in view of School staff.
  - Rotary Clubs must comply with Rotary District Policies for participation in Rotary Youth Programs to safeguard children.
- 

### Document Hierarchy

- Where a school has its own guidance material for Mock Interviews the school’s materials should be used.
  - This template also includes some general guidance material from Rotary and other Public sources (e.g., Job Jumpstart) that may be helpful where a school has limited materials available.
- 

### Template Feedback

- Feedback regarding any aspect of this template would be appreciated.
  - Comments and suggestions for the Mock Interview Template - contact:
    1. D9800 Vocational Chair, or.
    2. [bgoodwin@bigpond.com](mailto:bgoodwin@bigpond.com)
- 

### Flowsheet

Fig. 1 (next page) shows a generic flowsheet for Mock Interviews, including the following steps:

- Project initiation: An internal Rotary Club process.
  - Engage with local school(s) to identify an interested school & develop a mock interview program with the school.
  - School provides guidance information to students.
  - Students, School and Rotary prepare for mock interviews.
  - Rotary Volunteers conduct mock interviews at school.
  - Provide feedback to students and School.
- 

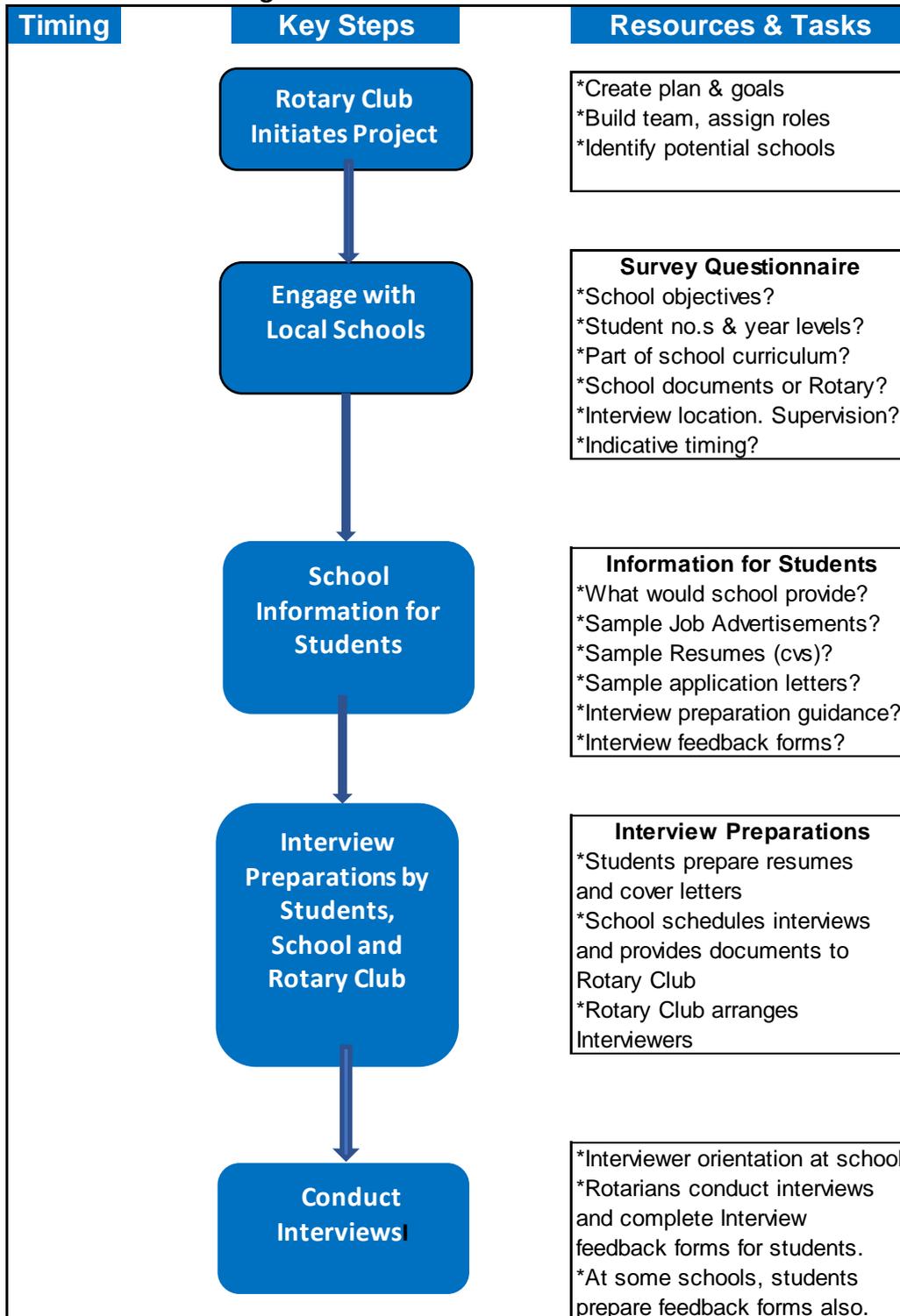
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**Introduction**, Continued

**Flowsheet**

Fig. 1 below shows a generic flowsheet for developing and implementing a Mock Interview program with a local school.

**Fig. 1: Flowsheet for Mock Interviews**



## Engage with Local School(s)

### Overview

---

**Introduction**      The survey questionnaire below may help to identify a school that is interested in conducting a “Mock Interview” program with Rotary.

<b>Mock Interview Survey Questionnaire</b>			
<b>Rotary Club:</b>		<b>School:</b>	
<b>Contact:</b>		<b>Principal:</b>	
<b>Email:</b>		<b>Phone No.:</b>	
<b>Mobile:</b>		<b>Address:</b>	
<b>School Contact Person for Mock Interviews</b>		<b>Alternate School Contact</b>	
<b>Name:</b>		<b>Name:</b>	
<b>Mobile:</b>		<b>Mobile:</b>	
<b>Email:</b>		<b>Email:</b>	
<b>Mock Interview Planning</b>			
Does school have an existing mock interview program? (Y/N)			
Interested in developing a mock interview program with Rotary? (Y/N)			
If yes, indicate estimated no. of students and year levels?			
<b>Anticipated arrangements:</b>			
*Location for mock interviews?			
*Describe Information to be provided by School to students. E.g., guidance on preparing resumes, cover letters for mock advertisements, and preparing for interviews?			
*School to supply interview package to Rotary 1 week prior? (Y/N)			
*Interview Assessment Form to be provided by School? (Y/N)			
*Describe other anticipated requirements:			

---

# General Information for Interviewers

## Overview

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### Introduction

- This information provides general guidance for interviewers.
  - Where a school provides guidance for interviewers that takes precedence.
  - This section is based largely on Australian Rotary experience and “The Rotary Mock Interview Experience” in the UK.
- 

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The Assessment	8

---

## General Information for Interviewers

---

### Objectives

The objectives for “Mock Interviews” are different from normal job interviews. E.g., they include:

- To give students experience in undertaking interviews, and confidence that this is something they can do, and do well.
  - To provide feedback to students on both their applications and interview.
  - To help interviewees identify their interview strengths and weaknesses.
  - To motivate them to take specific steps to improve their future interview performance.
  - To support Mock Interview programs at Secondary Schools.
- 

### General Approach

- A consistent, structured, professional approach is needed.
  - The style, content and effectiveness of interviews should not vary too much from interviewer to interviewer.
  - Paired interviewers have proven to be a valuable approach at Hawthorn and Richmond RCs but requires double the no. of interviewers.
  - Where practical, link interviewer to the job being interviewed so their own professional knowledge and expertise can be used to advantage.
  - Interview time needs to be carefully managed. Too much time spent asking questions will leave insufficient time for the assessment and feedback.
  - Interviewers should generally avoid getting sidetracked into giving career advice, which is not the purpose of the interview.
  - It is important to end the interview on a positive note so as to motivate the person being interviewed.
  - Rotary Interviewers must comply with Rotary District Policies for working with children including WWCC and Rotary Youth Volunteer declarations.
- 

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## General Information for Interviewers, Continued

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### Timing

- A School would typically conduct an introduction/briefing session with interviewers prior to commencing the mock interviews.
- The time allocated for an interview is typically 30 minutes, although some schools schedule less time.
- A careful watch on time is necessary, as you may be asked to interview five or six people in a morning.
- From experience, the following approximate timing guide may assist.

Read the Application Letter (or form) and the resume (c.v.). This may be reduced if Interviewers have received and studied an "Interview Package" beforehand.	4 min
Invite the interviewee into the interview room, explain the purpose of the interview and proceed with your interview questions.	12 min
Announce the end of the formal interview. Consider inviting the interviewee to move their chair round to your side of the desk to signal a less formal atmosphere. (In a large room, asking students to move could be a bit noisy and disruptive).	1 min
Discuss and complete each section of the Interview Feedback form. It is important to involve the interviewee in this process and to encourage them to talk about any assessment aspects they don't fully understand.	10 min
Complete the feedback form and make any closing remarks to end the session. Present any additional guidance material, <u>if</u> arranged with the school beforehand.	3 min
Interview Feedback Forms- provide afterwards to the Teacher in Charge of the Mock Interviews, or to the Student, as pre-arranged.	NA

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## General Information for Interviewers, Continued

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### Topics

- Familiarise yourself with the topics covered by the Interview Feedback form, as agreed with the School.
  - The Rotary Assessment form (refer Appendix) contains a summary section and five supporting sections covering written material, first impressions, communication, hobbies, interests and achievements, career knowledge and expectations.
  - An Interview feedback form provided by a school is likely to contain some of the same topics but could be different.
- 

### Core Questions

- A list of “**Core Questions**” is included in the Appendix. These questions are not intended to limit the interviewer.
  - It may be advantageous to ask questions in the same order as the Interview feedback form.
  - You are free to conduct the interview in your own style and in a manner which is comfortable for you within the time constraints.
  - Cover all the points on which you are expected to make an assessment.
- 

### The Assessment

- A **Feedback form** for each person being interviewed is required and is usually provided by the school. The school will advise whether to give the completed assessment to the interviewee, or hand it to the teacher in charge at the end of the session.
  - Completing the **Interview Feedback form** is very important.
  - It gives vital specific feedback to the person being interviewed about his or her interview strengths and weaknesses.
  - Giving this feedback is probably the most important and possibly the most difficult part of the interview.
  - Experience shows that for the mock interview to be successful, the person being interviewed must feel involved in the assessment.
  - Consider asking them to bring their chair round to your side of the desk and involve them in the process. (Asking students to move could be disruptive and noisy in a large room).
  - Encourage them to question anything they don't agree with or understand.
  - In this way, they can leave the mock interview feeling that they have been fairly assessed and be sufficiently motivated to take steps to improve their interview performance.
-

## Information for Students

### Overview

---

#### Introduction

- Some schools provide students with a booklet covering preparation of a resume, writing cover letters for a (student-selected) mock advertisement, and preparing for interviews.
  - This section provides basic information for Secondary Students which may be of assistance where a school has limited guidance material available. It is based largely on selected information from a Commonwealth Government website called Job Jumpstart ([www.jobjumpstart.com.au](http://www.jobjumpstart.com.au)).
  - Job Jumpstart was developed for young people aged 15-25 and contains additional information to that presented in this section.
  - Note that some of the examples in the Job Jumpstart materials apply to more experienced candidates than High School Students. Where practical, substitute more relevant examples.
- 

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*Continued on next page*

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## Preparing a Resume

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### Resume Tips

- A good resume can be key to finding a job. If you submit a high quality, tailored and error-free resume, you show employers that you will be a professional, engaged worker with good attention to detail.
- Below are some handy tips to get you started as well as an example resume (from Job Jumpstart).
- Job Jumpstart also includes additional information on how to write a resume tailored for each job.
- Note that some of the examples in the Job Jumpstart materials apply to more experienced candidates than High School Students. Where practical, substitute more relevant examples.
- Addresses: It is usual to include an address in cover letter and resume.
- Referees: It is helpful to include where a referee fits into your life: e.g., teacher, coach, employer, etc.

<b>1</b>	The length of your résumé will depend on your level of work experience, the skills you have and the job you are applying for. Try to keep it to no more than 2 pages.
<b>2</b>	Make sure your résumé is in an easy to read font – Calibri or Arial in size 11 are good choices.
<b>3</b>	Tailor your résumé for each job you apply for. Each job needs different skills so if you change your résumé to match the job, you will be noticed more easily. Use ‘key words’ from the employer’s job ad to describe your past work tasks and responsibilities.
<b>4</b>	Include your name, phone number and email address on every page.
<b>5</b>	When listing your work experience, start with your most recent job first and work backwards. If you don’t have much work experience, include everything that you have done that is relevant to this job, including volunteer work. If you have had a few different jobs, include only the roles that are relevant to the job you are applying for.
<b>6</b>	Think about your referees carefully. Find people who can say you would be good for this job. Always: <ul style="list-style-type: none"> <li>• List at least two people.</li> <li>• List people who will say good things about you.</li> <li>• List people who are not related to you.</li> <li>• Always ask your referees before listing them. Let them know they may be getting calls from employers.</li> </ul>
<b>7</b>	Get someone to proofread your résumé. Ask them to look at the design, spelling and grammar and give you any suggestions to improve your application.

*Continued on next page*

## Preparing a Resume, Continued

**Resume Tips** The next two pages show an example resume from Job Jumpstart.

### Jane Smith

**0412 345 678**  
**Janesmith@gmail.com**

Include your phone number and email address so the employer can contact you.

Include your name, email and mobile number of every page.

---

### About Me

As an experienced administrative assistant with skills in both computer programs and people management, I am highly motivated and work well in fast-paced environments. I have a broad range of skills relevant to the real estate industry and your business, including technical and customer service skills. I also have a strong ability to adapt and learn. I would be an excellent addition to your team.

This is your elevator pitch where you need to sell yourself to a potential employer. Tell them why you are a good fit for the job and how you will benefit the business. You should tailor this section for each job you apply for.

You could also call this section 'Personal summary' or 'Career objectives'.

---

### Work History

**DECEMBER 2017 - Current**

**XYZ Company**  
 Administrative Assistant  
 Duties:

- Reception Duties
- Filing
- Staff supervision
- Report Writing

**2015 - 2016 ABC Company**  
 Administrative Assistant  
 Duties:

- Reception Duties
- Filing
- Report Writing

Include both paid and unpaid workplace experience that is relevant to this job. Include your most recent experience first and work backwards. If you haven't had many (or any) jobs, write down some experience that might fit, like volunteering, participation in sports or caring roles like looking after children.

---

### Skills and Achievements

- Great communicator
- Excellent customer services skills
- Reliable and adaptable
- Fast data entry abilities
- Social Media marketing skills
- Hard working team player

• Awards: Staff Member of the Month, February 2018

Write down your technical, workplace and interpersonal skills that are relevant to this job. These might be people skills like communication or practical skills or software proficiency. Also include any achievements or awards you have received.

*Continued on next page*

## Preparing a Resume, Continued

**Resume Tips**

This 2<sup>nd</sup> page has been modified from Job Jumpstart.

<h3>Education History</h3>	
2017	December – <b>Completed Certificate III in Business (Administration)</b> Training Company ABC
2016	<b>Completed Year 12</b> Smithsville College
<p>Include your highest level of schooling and any relevant study. Include the name of the training provider, the dates of the course and the course title</p>	
<h3>Qualifications and certificates</h3>	
2016	<b>Bronze medallion in swimming</b>
2016	<b>Food handling certificate</b>  Training Company ABC
<p>This is where you can include any additional certificates or tickets you have. For example, the type of car licence you have, Responsible Service of Alcohol or First Aid certificate.</p>	
<h3>Referees</h3>	
<p>Arnold Jones <b>HR manager – XYZ Company</b> <b>Former supervisor</b> Ph: 0412 345 678 Email: ajones@XYZ.com</p> <p>Candice Green <b>Owner</b> ABC company Ph: 03 9876 5432 Email: CG@abc.net.au</p>	<p>Your referees are the people that are going to tell employers how perfect you are for the job.</p> <p>Find people who will say good things about you, such as past employers, teachers or people you know from sporting and community activities. Do NOT use family members.</p> <p>Include their name, business they work for and contact number. Always double check their details are correct!</p> <p>Before adding a person to your résumé, ask them if they are happy to be your referee. Let them know about jobs you are applying for and to expect a call from an employer.</p>

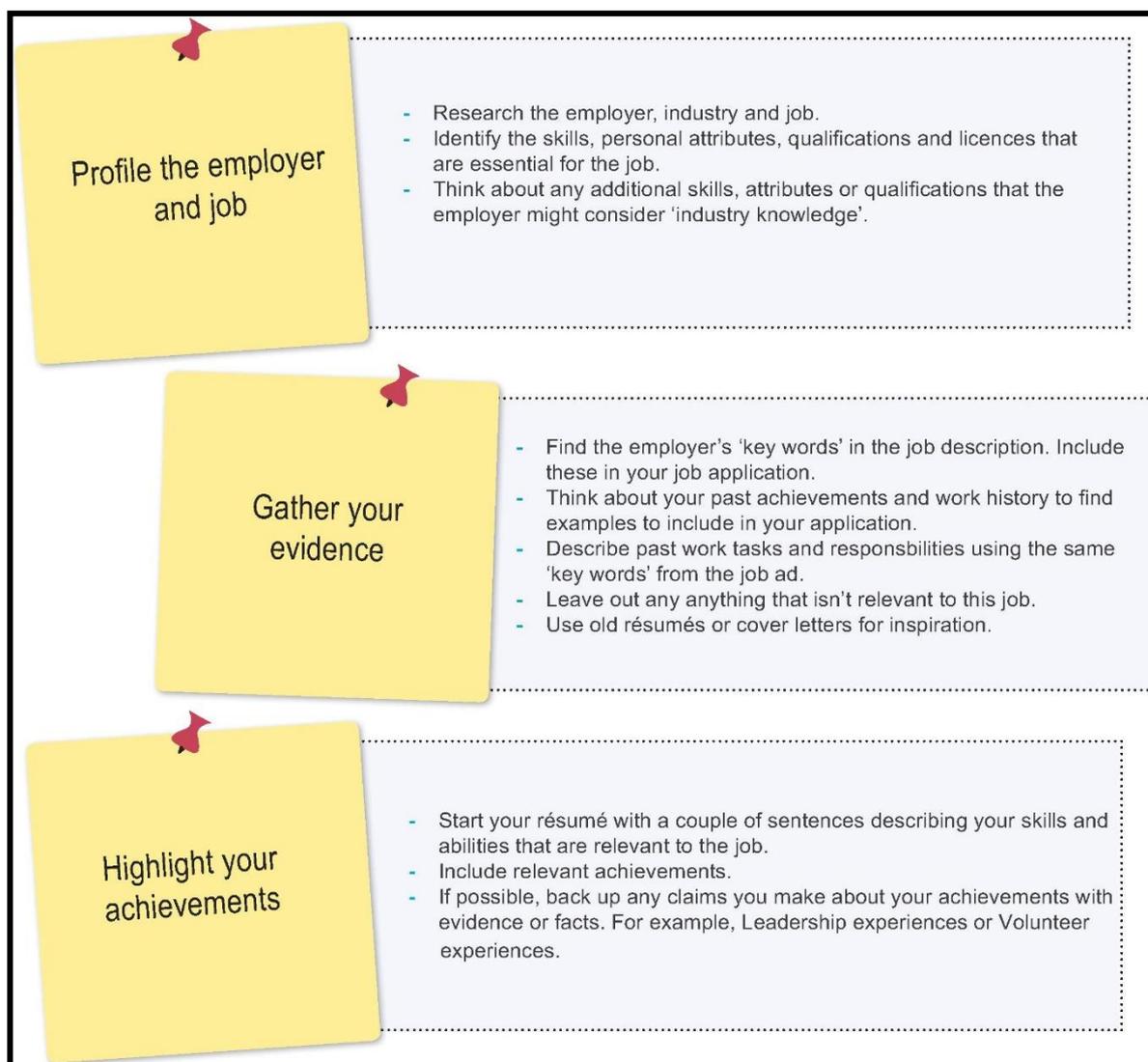
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## Preparing a Resume, Continued

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### Tailoring a Job Application

- The figure below (from Job Jumpstart) provides tips on tailoring a job application.



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## Preparing a Resume, Continued

### Checklist

- Use the checklist below to help you review your resume before you give it to an employer.
- It can be hard to find mistakes in documents you have written. If you can, give you resume and this checklist to a friend or family member so they can check it for you.

Does your résumé look professional:	Check
Is your name, phone number and email address clearly written on each page?	
Does your résumé use an easy-to-read font (e.g. Arial 11pt) and have a simple, professional layout?	
Does your résumé have headings that clearly communicate each section? For example, 'Education', 'Work experience', 'Personal profile'..?	
<b>Is your résumé tailored to the specific job and employer:</b>	
Could the employer understand your key skills and experience after reading your résumé for 5-10 seconds?	
<b>Hint:</b> A few seconds is all an employer will usually take to review a résumé, so you need to make sure they can pick up your key information as easily as possible.	
Is your résumé written with the particular job and employer in mind? In other words, is it tailored to this job? Does it include the employer's key words?	
Have you been honest about your skills, work history and accomplishments?	
<b>Hint:</b> Never lie on your résumé! If you don't have a particular skill or certification, don't list it. You can address any skills or experience gaps in your cover letter and/or in the interview.	
Is your résumé succinct and to the point?	
<b>Hint:</b> If your final tailored résumé is more than 2 pages, check it to make sure everything is directly related to the job. Remove anything that isn't relevant.	
<b>Has it been checked for errors:</b>	
Have you checked the spelling of every word?	
<b>Hint:</b> Read each sentence backwards as this can help pick up errors that you otherwise might have missed.	
Have you checked your grammar and punctuation?	
<b>Hint:</b> Your spell-check won't necessarily pick up grammar mistakes so always check!	
Has a family member or friend reviewed your final résumé?	
<b>And finally:</b>	
Have you re-read your résumé one last time?	
<b>Hint:</b> Ask yourself "If I was the employer, would I call me for an interview?" If the answer is yes, it's good to go! If the answer is no, head to <a href="http://jobjumpstart.gov.au">jobjumpstart.gov.au</a> for more tips and help!	

## Writing a Cover Letter

---

**Introduction** The main role of a cover letter is to make an employer want to read your resume.

---

**Tips**

- Keep it short- no more than one page long.
- Include the job title or job reference number so the employer knows what job you are applying for (they may have several vacancies).
- Explain why you are a good match for this role.
- Outline how your skills and experience match what the employer is looking for.
- Address it to a specific person. This could be the contact person listed in the job ad, the owner (for a small or local business) or the recruitment manager. If you don't know who to address your application to, call the business to find out the name of the recruitment manager.
- A cover letter is a formal document. Don't use slang like "Hi," or "Hello, my name is..."

---

**Checklist** Use this checklist to make sure your cover letter sends the right message to employers.

- The letter fits on one page (three or four paragraphs only).
- The letter has today's date on it.
- The letter is easy to read and looks professional.
- The letter references the job number and/or vacancy title.
- The name, spelling and title (e.g., Dear Mr, Miss, Mrs, Ms) of the person you are writing to is the same as in the job ad.
- There are no spelling or grammatical errors anywhere in the document.
- You have included your contact details (email and phone number) and they are correct.
- You have used the employer's own key words (from the job ad) to explain that you have the essential skills and abilities for the job.
- You have explained (in your own words) why you want the job and what you have to offer the employer.
- The letter is signed off in a formal way (e.g., Yours sincerely).
- Someone has checked your letter (using a copy of this checklist to help them understand the sort of things to look for).

---

## Job Interview Basics

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**Interview tips**    The next two pages provide basic tips for job interviews.

**Find out about the employer and job**

- Look up the employer online. If possible, visit their business. Find out what they do and their business goals and achievements.
- Use this information to work out what type of worker the employer wants. Then think about what you have to offer the business.
- Think about how you could answer the question 'Why do you want to work here?'

**Arrange transport and be on time**

- Think about how you will get to the interview. Check bus or train timetables, travelling time and where to park. If you are driving, drive there a day or two before so you know how long it takes.
- Put the employer's contact details in your phone. That means you can call them if you get stuck in traffic on the day.
- Allow plenty of time to get there. You should arrive at the interview 10 minutes before it starts.

**Practise your answers to interview questions**

- Be ready to talk about your past jobs. For example, things you liked or found difficult and why you left.
- Think of some examples of times you did well at work and got a good outcome for your employer.
- If you are interviewing for your first job, think of times you used work relevant skills in a non-work environment. For example, through school, sports or volunteer activities.
- Write out your answers to common interview questions in dot points.
- Build your confidence by practising out loud with friends or family.

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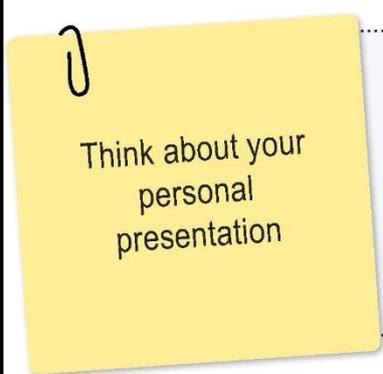
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## Job Interview Basics, Continued

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**Interview tips**

Interview tips (continued) (from Job Jumpstart).

 <p>Think about your personal presentation</p>	<ul style="list-style-type: none"> <li>- Wear clothes to suit the role. When in doubt, dress up rather than down.</li> <li>- Organise your outfit in advance.</li> <li>- Personal presentation includes:             <ul style="list-style-type: none"> <li>• your clothing, grooming, hygiene and body language</li> <li>• how you speak to, and get along with others</li> <li>• how you present yourself on social media.</li> </ul> </li> </ul>
 <p>Make a good impression</p>	<ul style="list-style-type: none"> <li>- Be polite and confident. Smile and greet everyone you meet. Make a little small talk and listen to what others say.</li> <li>- Watch your body own language. Good posture projects respect and confidence. Maintain appropriate eye contact and don't fidget.</li> <li>- Listen carefully and keep your answers relevant to the interview questions.</li> </ul>
 <p>Follow-up after the interview</p>	<ul style="list-style-type: none"> <li>- At the end of the interview ask when the employer thinks they will make a decision. Ask for contact details for someone to follow-up with.</li> <li>- If you don't hear back from the employer within the time they told you, it's okay to give them a call to follow-up.</li> <li>- Don't give up if you didn't get the job. Ask for feedback on how you did at the interview and what you can improve on next time.</li> </ul>

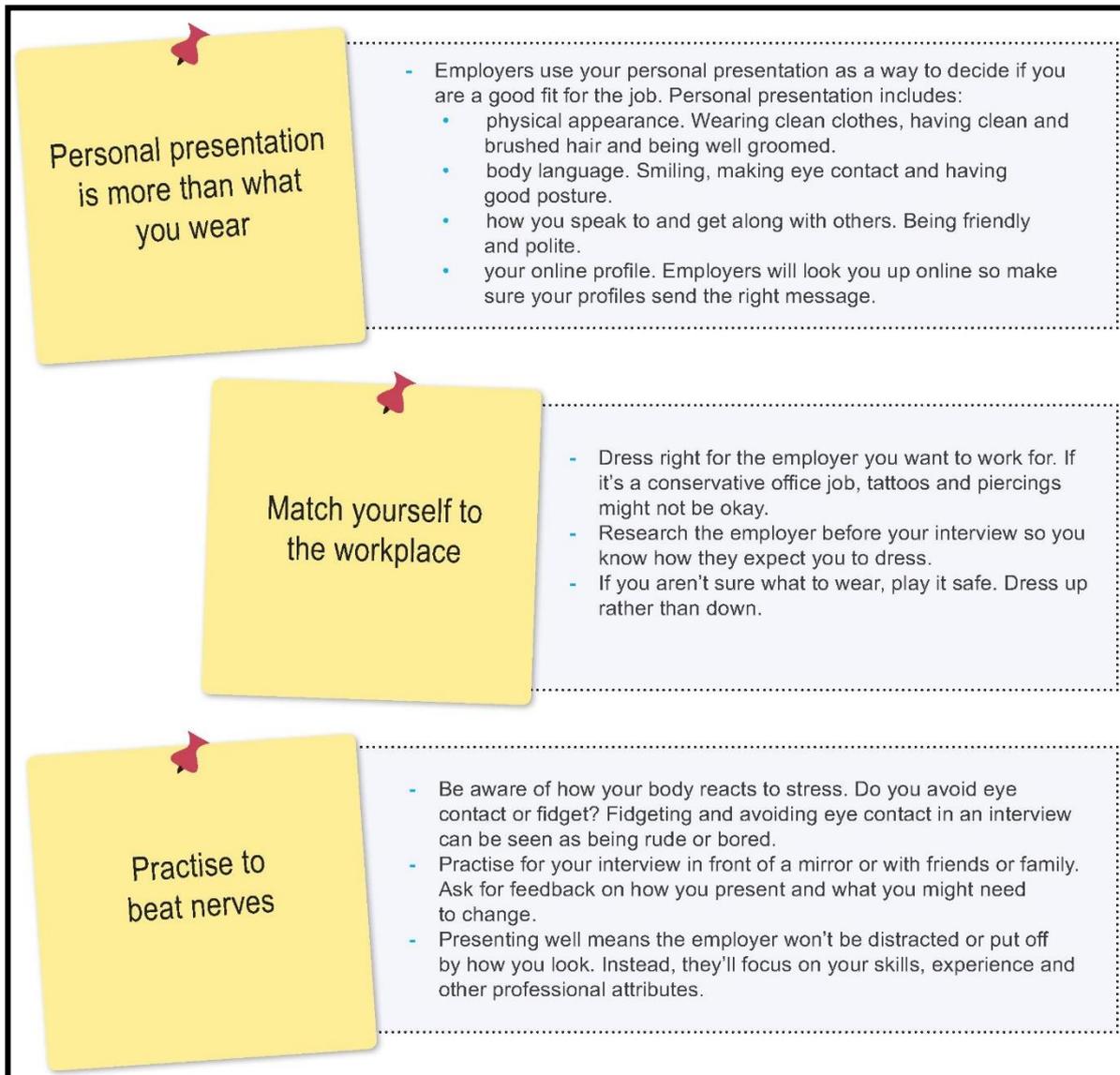
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## Personal Presentation Tips

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### Presentation tips

The diagram below provides further guidance on personal presentation.

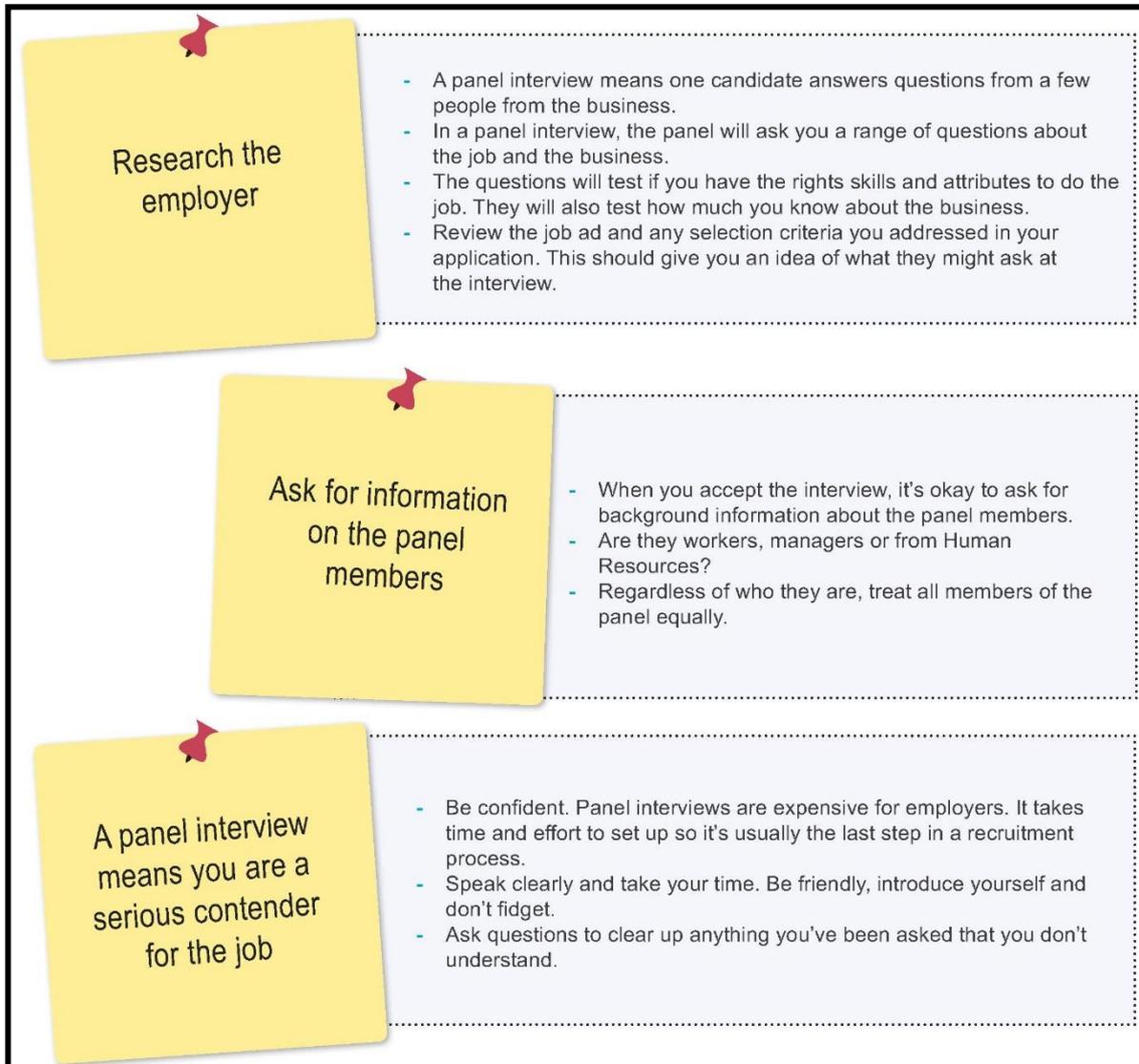


## About Panel Interviews

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### Introduction

The diagram below explains panel interviews.



## Some Common Interview Questions

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### Introduction

You can never be sure what an employer will ask you at a job interview. But there are some common interview questions that may be asked. For more questions, type “common job interview questions” into your search engine.

---

### Common Questions

#### **“Tell me about yourself?”**

- It can help to develop a short “script” in advance that you can adapt for each interview.
- Your “script” should include some personal information mixed with work-related information relevant to the job you are being interviewed for.
- Relate your answer to what you like about the job.

#### **“Why should I hire you?”**

- Your response should explain why your skills, experience, training and personal attributes make you a good fit for the role.

#### **“Why do you want to work here?” or “What drew you to this position?”**

- Use the research you did about the employer, the role and the job tasks to build your response.
- Think about what you like about the employer and the role and link your response back to how you could fit into the business.
- An example response could be something like “I have an outgoing personality and am a people person, so I really enjoy helping others. This role gives me an opportunity to do this through...”

#### **“What are your strengths?”**

- Choose skills, abilities and attributes that relate to the tasks required in this job.

#### **“What are your greatest weaknesses?”**

- Try using another word such as “my main challenge is...”.
- Then explain how you are trying to improve this skill or behaviour.

#### **“Why did you leave your last job?”**

- Be as honest as you can without saying anything negative about your former employer.
- Was the role made redundant?
- Was the work site too far from where you live?
- Did you want a new challenge?

#### **“Is there anything else you would like to tell me about yourself?”**

#### **“Would you like to ask me any questions?”**

- Show that you are intrinsically motivated by asking questions like: “What projects do you have coming up?”, or “What are your best experiences working for the company?”
-

## Appendix

### Overview

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#### Introduction

This section includes key references, core questions, and an Interview Assessment form that has been used for mock interviews at secondary schools in the United Kingdom.

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---

## Key References

---

### Introduction

Key references include:

- An Australian Government Website which has been used for “Information for Students.”
- A document published by the Rotary Club of Wrexham Erddig Charitable Trust in the UK, and which has been used for over 12,000 mock interviews. This has been used as a key reference for “General Information for Interviewers.”

There is also lots of other guidance information available on the web which can be accessed using a search engine.

---

### Key References

- **Job Jumpstart:** [www.jobjumpstart](http://www.jobjumpstart)
  - **“The Rotary Mock Interview Experience:”**  
[www.mockinterviews.org.uk](http://www.mockinterviews.org.uk)
-

## Examples of Rotary Mock Interview Programs

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**D9800 Examples** Mock Interview Programs at Hawthorn, Brighton and Richmond RCs are summarized below. Chadstone East Malvern RC also has a Program, and Altona City RC is planning a Pilot Program with new schools in 2022.

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**Hawthorn RC** The annual mock interview program, conducted with Auburn High School Year 9 and Year 10 students, includes the following steps:

- Culminating studies in the school's "Learning for Life" program, students prepare a written application for a position, together with a resume.
- These documents are forwarded to the two paired Rotary interviewers scheduled to interview that applicant.
- Interviews are conducted for 10 minutes, followed by discussion of feedback on what the student did well, and where they can improve.
- A scoresheet is also forwarded to the student's teacher.

The Rotarians and Partners who participate feel the experience enhances students' confidence, job readiness, and career planning.

---

**Brighton RC**

- At Brighton Secondary College, mock interview volunteers come from Rotary and others like Lions.
- Students are scheduled for 15 min. mock interviews. The volunteer then has 5 minutes for write up time.
- Students will be interviewed either in school uniform or as if going to an actual interview.

---

**Richmond RC**

- Melbourne Girls College provides a student booklet covering how to prepare Resumes and cover letters for 1 of 15 Mock Job Advertisements, and how to prepare for an interview.
- Interview packs are sent to the interviewers 1 week before interviews.
- Students are generally expected to dress as if going to an actual interview.
- Paired interviewers interview students in the school library commencing at 30 min. intervals. Where practical, interviewers are paired according to profession. E.g., people in medical area would interview students interested in nursing. "No-shows" are rare but may occur.
- An important part of the process is for the Interviewers to give students feedback on both their applications and interview.
- Students also complete a feedback sheet on their interview. Several weeks after the interviews, the results of the feedback sheets are supplied to Rotary for distribution to the Interviewers.

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## Possible Interview Questions by the Interviewer

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**Introduction** These possible interview questions by the interviewer were provided by Auburn High School in Melbourne.

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**Personal**

- Tell me about yourself?
- What made you apply for this job?
- What clubs or organisations are you a member of?
- What do you do in your leisure time?
- What qualifications do you have for this job?

---

**Cooperative**

- How do you feel about working with others and as part of a team?
- Do you follow instructions easily?
- When required, would you be willing to work overtime?

---

**Self confidence**

- What are your strengths, weaknesses or faults?
- What have you got to offer us?
- Why do you think you are suitable for this position?
- Why do you think we should employ you?

---

**Motivation/  
initiative**

- How did you prepare for this interview?
- What is important to you in a job?
- Why would you like this job?
- If you didn't understand an instruction, what would you do?
- What motivates you?
- Does future study appeal to you?
- Where would you like to be in 3 years?
- What is your future career plan?

---

**Other**

- What do you know about our organization?
- What qualities do you think are important to this job?
- Have you ever done this work before?
- What do you know about our company?
- Would you like to ask any questions?

---

## Generic Mock Interview Feedback Template

**Introduction** This generic feedback template has been prepared from some examples of Interview templates used in Melbourne Secondary Schools, as well as an Interview Assessment form from Wrexham Rotary Club in the U.K.

<b>Generic Mock Interview Template</b>					
<b>Date</b>					
<b>Interviewer(s)</b>					
<b>Student Name</b>					
<b>Job Vacancy</b>					
<b>Application (Cover) Letter</b>					
	<b>Very Good</b>	<b>Good</b>	<b>Work Reqd</b>	<b>Poor</b>	<b>Comments / Recommendations</b>
<b>Presentation</b>					
<b>Content (sufficient detail?)</b>					
<b>Spelling &amp; Grammar</b>					
<b>Resume</b>					
	<b>Very Good</b>	<b>Good</b>	<b>Work Reqd</b>	<b>Poor</b>	<b>Comments / Recommendations</b>
<b>Presentation</b>					
<b>Content (sufficient detail?)</b>					
<b>Spelling &amp; Grammar</b>					
<b>First Impressions</b>					
	<b>Very Good</b>	<b>Good</b>	<b>Work Reqd</b>	<b>Poor</b>	<b>Comments / Recommendations</b>
<b>Way you entered the room?</b>					
<b>Suitably dressed?</b>					
<b>Personal appearance?</b>					
<b>Confident and natural?</b>					
<b>Additional comments?</b>					

*Continued on next page*

## Generic Mock Interview Feedback Template, Continued

**Interview** This section of the Interview template covers communication skills and hobbies, interests and achievements, but does not include a “career knowledge and expectations” assessment, as the Rotary Mock Interviews are generally not designed to include specific careers advice.

Communication Skills					
	Very Good	Good	Work Reqd	Poor	Comments / Recommendations
Attentiveness Level?					
Understood the questions?					
Answered questions well?					
Gave enough information?					
Enough eye contact?					
General composure?					
Asked relevant questions?					
Additional comments?					
Hobbies, Interests and Achievements					
	Very Good	Good	Work Reqd	Poor	Comments / Recommendations
Has hobbies & interests?					
Participates in sport/fitness?					
Has teamwork experience?					
Has leadership experience?					
Shows enthusiasm?					
Other achievements?					
Additional comments?					

**Notes** Please indicate N/A in comments / recommendations if “not applicable”.

**THE ROTARY  
MOCK INTERVIEW  
EXPERIENCE**

www.mockinterviews.org.uk



# Interview Assessment

First Name .....

Surname .....

Date .....

Reference .....

First interview?

Interviewed by .....

Rotary Club/  
Organisation .....



For more about preparing for interviews  
and Rotary please visit the website

www.mockinterviews.org.uk

## WRITTEN MATERIAL

**1 - HOW WELL PRESENTED?**

- A Very well presented
- B Well presented
- C More work needed
- D Poorly presented

Enter result  
A,B,C or D  
in box.

**2- HOW INFORMATIVE?**

- A Very informative
- B Quite informative
- C More work needed
- D Not very informative

VERY GOOD	GOOD	WORK NEEDED	POOR
1	2	3	4

Please circle overall result for this section

## FIRST IMPRESSIONS

**3 - THE WAY YOU ENTERED THE ROOM**

- A Excellent
- B Very good
- C Satisfactory
- D Poor

**4 - ARE YOU SUITABLY DRESSED?**

- A Very suitably dressed
- B Suitably dressed
- C Could have made more effort
- D Unsuitably dressed

**5 - YOUR PERSONAL APPEARANCE**

- A Very smart, clean and tidy
- B Quite acceptable
- C Adequate
- D Scope for improvement

**6 - YOUR CONFIDENCE**

- A Very confident
- B Quite confident
- C Some nervousness
- D Very nervous

VERY GOOD	GOOD	WORK NEEDED	POOR
1	2	3	4

Please circle result

## COMMUNICATION

**7 - HOW ATTENTIVE HAVE YOU BEEN?**

- A Fully attentive all of the time
- B Very attentive most of the time
- C Sometimes lost concentration
- D Generally lacked concentration

**8 - DID YOU UNDERSTAND THE QUESTIONS?**

- A Easily understood all questions.
- B Little or no difficulty
- C Some difficulty
- D Considerable difficulty

**9 - HOW WELL DID YOU ANSWER QUESTIONS?**

- A Very knowledgeably
- B Quite knowledgeably
- C Not very knowledgeably
- D You were lacking in knowledge

**10 - HOW CLEAR WERE YOUR RESPONSES?**

- A Always very clear and loud
- B Mostly clear
- C Sometimes difficult to hear
- D Often difficult to hear

**11 - DID YOU GIVE ENOUGH INFORMATION?**

- A Plenty of information
- B Enough information
- C Could have given more
- D Not enough information

**12 - DID YOU MAKE ENOUGH EYE CONTACT?**

- A Always
- B Most of the time
- C Should make more eye contact
- D Poor eye contact

**13 - HOW WAS YOUR GENERAL COMPOSURE?**

- A Good composure/concentration
- B Good most of the time
- C Some fidgeting and restlessness
- D Far too fidgety and restless

VERY GOOD	GOOD	WORK NEEDED	POOR
1	2	3	4

Please circle result

## HOBBIES, INTERESTS and ACHIEVEMENTS

### 14 - YOUR HOBBIES & INTERESTS

- A Very keen interests
  - B Some special interests
  - C General interests
  - D No special interests
- 

### 15 - YOUR PARTICIPATION IN SPORT/FITNESS

- A Very keen participant
  - B Frequently
  - C Occasional
  - D None at all
- 

### 16 - YOUR TEAMWORK EXPERIENCE

- A Good teamwork experience
  - B Some teamwork experience
  - C Little teamwork experience
  - D No teamwork experience
- 

### 17 - YOUR LEADERSHIP EXPERIENCE

- A Good leadership experience
  - B Some leadership experience
  - C Very little leadership experience
  - D No leadership experience
- 

### 18 - YOUR COMPUTER ABILITY

- A You seem very proficient
  - B More than adequate
  - C Probably adequate
  - D Probably not enough
- 

### 19 - YOUR ENTHUSIASM

- A Very enthusiastic
  - B Quite enthusiastic
  - C Moderately enthusiastic
  - D You show little enthusiasm
- 

VERY GOOD	GOOD	WORK NEEDED	POOR
1	2	3	4

*Please circle result*

## CAREER KNOWLEDGE and EXPECTATIONS

### 20 - REASONS FOR YOUR CAREER CHOICE

- A Very clear & positive
  - B Quite clear
  - C Not entirely clear
  - D Not clearly expressed
- 

### 21 - HOW MUCH YOU KNOW ABOUT YOUR CHOSEN CAREER?

- A Very knowledgeable
  - B Quite knowledgeable
  - C Not entirely sure
  - D Don't really know
- 

### 22 - ACADEMIC REQUIREMENTS?

- A Very knowledgeable
  - B Quite knowledgeable
  - C Not entirely sure
  - D Don't really know
- 

### 23 - WILL YOUR GRADES BE GOOD ENOUGH?

- A Almost certainly
  - B Probably
  - C Not sure
  - D Unlikely
- 

### 24 - RELEVANT WORK EXPERIENCE?

- A Plenty
  - B Some
  - C Hardly any
  - D None at all
- 

### 25 - HAVE YOU CONSIDERED OTHER CAREERS?

- A Carefully considered
  - B Some thought given
  - C Not much thought given
  - D No thought given
- 

### 26 - HOW REALISTIC ARE YOUR EXPECTATIONS?

- A Very realistic
  - B Reasonably realistic
  - C Further thought needed
  - D Probably not very realistic
- 

VERY GOOD	GOOD	WORK NEEDED	POOR
1	2	3	4

*Please circle result*

## ASSESSMENT SUMMARY

The table below summarises how well the interviewer thinks you did in your Mock Interview. Other pages give more detail.

	VERY GOOD	GOOD	WORK NEEDED	POOR
	1	2	3	4
WRITTEN WORK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FIRST IMPRESSIONS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMUNICATION SKILLS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INTERESTS & ACHIEVEMENTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CAREER KNOWLEDGE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### HOW TO USE THIS INFORMATION

Interviewers try to be fair and consistent but no two people will make assessments in exactly the same way. Comparing your assessment with others is not of great value. What is important is that you use this assessment to decide for yourself your own interview strengths and weaknesses. Look closely at each page to see how well you have done. Where you have scored a C or D look for tips and advice in the "Rotary Guide - Your Next Interview". You will also find some more useful information on the website [www.mockinterviews.org.uk](http://www.mockinterviews.org.uk).

### GENERAL COMMENT BY THE INTERVIEWER

.....

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.....

.....

Signed ..... Date .....

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[www.mockinterviews.org.uk](http://www.mockinterviews.org.uk)

