Mock Interview Preparation

What is a Mock Interview?

A mock interview is a simulated interview experience that can be conducted in either a one-on-one or group setting. In these sessions, Enterprise Advisers (EAs) take on the role of interviewers, posing questions to students and offering constructive feedback to help them improve.

Why is a Mock Interview Necessary?

Mock interviews play a vital role in boosting students' confidence, offering them the chance to practice answering questions in a safe, supportive environment. This experience not only helps students develop key foundational skills but also contributes positively to their future growth. For Enterprise Advisers (EAs), mock interviews provide an opportunity for professional development, allowing them to deepen their understanding of the interview process and refine their coaching techniques.

Tips to Give Students Before the Mock Interview

Enterprise Advisors can encourage students to fully utilize VASK - Values, Attitudes, Skills, and Knowledge to understand themselves and identify commonalities with the company from these four elements, thereby preparing their self-introduction or responses.

- **Values:** Reflect on daily behaviors, with the beliefs and principles guiding our choices at every step.

- **Attitudes:** Refer to our perspectives on matters and the actions we take, as well as our willingness to react to people, events, and things.

- **Skills:** What helps us handle various tasks, data, and interact with different individuals?.

- **Knowledge:** Includes information, skills, tips, practical ways, and methods that aid in executing and completing specific tasks.

Examples of VASK Applied in the Workplace:

- **Values:** Pursuing career prospects, focusing on rational analysis

- **Attitudes:** Open to change, patient, thoughtful, confident

- **Skills:** Listening ability, verbal communication, and proactive learning ability

- **Knowledge:** Administrative and management, communication and media, information technology, and marketing-related knowledge

Here are some suggestions to share with students before the interview:

- Research the employer and industry background before the interview

- If applicable, review the application form and job description

- Practice answering some common competency-based interview questions

- Consider the company's dress code requirements

- Arrive early (if it's an online interview, ensure all computer equipment is prepared in advance)

- Make a good first impression—exhibit positive body language, smile, and maintain eye contact as much as possible.

- Use language appropriate for the occasion and level.

How to Plan a Mock Interview Workshop

Many schools aim to involve employers in mock interview activities. As part of these sessions, you can tailor the interview topics to reflect typical roles within the industry. While interviews are a key part of the recruitment process, they are often accompanied by additional assessments, such as problem-solving tasks, psychological evaluations, or portfolio reviews.

When offering advice, encourage young people to highlight not only their work-related experiences but also how everyday activities—like school leadership roles—demonstrate their VASK (Values, Attitudes, Skills, and Knowledge).

This template provides an overview of the mock interview process and offers guidance on planning relevant questions and suggestions.

Mock Interview Activity Formats

A - "Rotational" Mock Interviews

This format involves grouping students, allowing them to take turns answering interview questions posed by Enterprise Advisers (EAs), who will also provide feedback on each student's responses.

Process: A series of interview questions can be displayed on PowerPoint, with each slide showing a single question. As the group rotates, each question will be revealed one at a time. During each round, the Enterprise Adviser will ask the same question to each student in turn. After each response, the Enterprise Adviser will offer practical feedback before moving on to the next student, and the next question will be revealed.

This group interview format fosters meaningful peer learning opportunities, allowing students to learn from each other's responses while receiving valuable insights from the Enterprise Advisers.

B - Formal Mock Interviews

Formal mock interviews can be conducted either online or in person. The interview questions should be designed around typical roles within the industry to offer a realistic experience. A panel consisting of two or more Enterprise Advisers (EAs) takes turns asking the students questions.

If needed, Enterprise Advisers can prompt students to refine or expand their responses to help them better demonstrate their abilities. To simulate a genuine interview scenario, the duration of the mock interview should be between 20 to 30 minutes. Afterward, EAs can provide feedback, discussing the students' performances and offering written suggestions for improvement.

What to Do After the Mock Interview?

- Allow students to receive suggestions for further reflection.

- Encourage students to create an "Action Plan" to help plan their next steps.

  - Introduce the **STAR** technique and have students collaborate with peers to use this technique to improve their responses:

  - **Situation:** What was the situation at the time, and when did it occur?

  - **Task:** What was the task/project, and what was its goal?

  - **Action:** What actions did you take to achieve the goal?

  - **Result:** What results did your actions lead to? (Some people also add reflection here. What did you learn from this experience? How will these learnings support your future development?)

💡 Tools – Mock Interview Question Template

To help Enterprise Advisers (EAs) provide targeted and actionable feedback to students, you can use the blank spaces below each question to make notes about the student's performance. These notes should highlight both strengths and areas for improvement. For instance, a strength might be that the student took time to thoughtfully consider the question before responding. An area for improvement might be that the student deviated from the question, which led to a loss of focus or confidence.

Feel free to adjust this document according to your specific needs.

1.Please introduce yourself.
2.Why do you want to work in this industry?
3.Can you think of any challenges facing this industry? **(If needed, you can add a prompt: How would you use your skills to help overcome these challenges?)**
4.What is your proudest achievement? Why?
5.Please give an example of a challenge you faced in your academic or personal life and explain how you overcame it.
6.Please describe an experience where you worked as a team member to achieve a goal with others. **(If needed, you can add a prompt: Were you satisfied with the outcome? What did you learn from it?)**

7.Tell me about an experience where you demonstrated leadership skills.
8.Can you provide an example of how you handled a conflict in your academic or personal life? **(If needed, you can add a prompt: How did you respond to this conflict? What did you learn from it?)**

💡 Tools – Interview Observation Guidance Template

To provide targeted feedback to students regarding their verbal and non-verbal communication skills, please ensure you understand the appropriate communication methods for specific students. For example, some students with special educational needs may struggle with establishing and maintaining eye contact, while others may need to move their bodies to concentrate. School teachers can provide you with more guidance and support regarding the specific needs of students.

Please provide students with feedback on the following aspects:

Strengths: In what areas does the student excel?

Areas for Improvement: In what areas can the student further enhance their skills?

Suggestions: Provide specific, actionable advice to help students improve their interview skills.

Feel free to adjust this document according to your specific needs.

Non-Verbal Communication

Item	Excellent	Good	Needs Improvement
Eye Contact			
Body Language (Facial Expressions/Posture/Gestures)			
Engagement/Enthusiasm			

Comments：

Verbal Communication

Item	Excellent	Good	Needs Improvement
Answer Structure (e.g., STAR Framework			
Clarity and Tone			
Grammar			
Time Management			

Comments：