Mock Interview Questions – To be completed prior to appointment

* List motivation, competency and other questions you would like to be asked in the mock interview and prepare answers for these to practice in the appointment. In the appointment we will discuss the action points about how to develop your answers.

| **Motivation Questions** | Prepare an answer to each using the framework and interview webpage |
| --- | --- |
| 1 | [ ]  |
| 2 | [ ]  |
| 3 | [ ]  |
| Motivation notes and action points | Click here to enter a date. Completed [ ]  |

| **Competency Questions** | Prepare an answer to each using the framework and interview webpage |
| --- | --- |
| 1 | [ ]  |
| 2 | [ ]  |
| 3 | [ ]  |
| Competency notes and action points | Click here to enter a date. Completed [ ]  |

| **Other Questions** | Prepare an answer to each using the framework and interview webpage |
| --- | --- |
| 1 | [ ]  |
| 2 | [ ]  |
| Notes and action points | Click here to enter a date. Completed [ ]  |

|  |  |
| --- | --- |
| Delivery Notes and Action Points | Click here to enter a date.Completed [ ]  |

* + - * Score your prepared answers using the criteria below prior to your appointment
			* For each criteria start at column 1, if you do not tick anything in column 1 then move to column 2, if you tick all of the boxes in column 2 then move on to column 3 and then column 4. (You can type yes if easier than ticking.) Contact studentservices@le.ac.uk if you have any questions about completing the form.
			* You should aim to score 4 in all areas. Prior to your appointment use the [Interview guidelines](https://le.ac.uk/career-development-service/interviews-and-assessments/interviews) and this preparation form to develop your answers
* You must bring this document to your appointment. In the appointment we will practice & evaluate your answers & look for development areas.

| **Criteria** | **1 - Significant development required** | **2 - Satisfactory – some development required** | **3 – Good** | **4 – Excellent** | **Score** |
| --- | --- | --- | --- | --- | --- |
| **How to score** | If one or more of these boxes are ticked then score yourself 1 | You must meet all criteria 2 to score 2 | You must meet all criteria in 2 and 3 to score 3 | You must meet all criteria in 2, 3 and 4 to score 4 |  **/16** |
| **Motivations**  | [ ]  Provides surface answers[ ]  Provide generic answers[ ]  Repeats basic information from public sources[ ]  Lacks structure and/or logic[ ]  Not demonstrating understanding[ ]  No self-reflection | [ ]  Logical & structured – surface answer followed by understanding[ ]  Some self-reflection[ ]  Two points provided | [ ]  Answer provides depth, unique to company [ ]  Some understanding of company culture, ethos, values[ ]  Good motivating reasons, with thought applied[ ]  Good self-reflection | [ ]  Convincing & thorough understanding of company culture, ethos, values[ ]  Excellent self-reflection, clearly aligning to the company[ ]  Evidence to back up points[ ]  Three points provided |  |
| **Competencies**  | [ ]  Does not provide example(s)[ ]  Not discussed what they did in the situation[ ]  Result not provided or unrelated to task[ ]  Talks theoretically |  [ ]  Answer given relates to competency[ ]  Action stage centred around what they did & shows clear evidence of competency being assessed[ ]  Some self-reflection | [ ]  Specific example provided using [STARS structure](https://le.ac.uk/career-development-service/interviews-and-assessments/stars-technique)[ ]  Result is articulated well in relation to task[ ]  Powerful self-reflection showing learning &/or what they have developed since | [ ]  Evidence of competency being assessed in multiple ways, articulated with depth showing how they used skill[ ]  Strong example & example not overly used in other answers |  |
| **Strengths** | [ ]  Provide generic answers[ ]  Self-reflection lacking or has overly negative connotations | [ ]  Gives specific example to back up strength(s)[ ]  Articulates what they enjoy doing/what gives them energy/what they are good at  | [ ]  Powerful self-reflection[ ]  A range of specific examples used to back up strength(s) [ ]  Delivery is energised and engaging – showing authenticity of answer | [ ]  Excellent self-reflection, clearly aligning strength(s) to the role[ ]  Examples used are from all areas of life – work, study, hobbies, extra-curricular, volunteering |  |
| **Delivery**  | [ ]  Unclear & appears uncertain[ ]  Closed body language[ ]  Lacks enthusiasm or energy[ ]  Didn’t answer the question | [ ]  Clear & confident, enthusiastic & energetic[ ]  Open/positive body language | [ ]  Persuasive, powerful, positive language used | [ ]  Achievement focused and convincing[ ]  Consistent across interview |  |

You should aim to achieve a score of 16 before you attend your actual interview**.**