

Interview Simulator



Interview Simulator

Andrew LaCivita's One-Sentence Pitch

- 1. Who you are?**
I am a K-12 School Counselor...
- 2. For whom do you do it?**
I help public K-12 schools of 3-5k students...
- 3. How do they benefit?**
So they can increase achievement and minimize hardship in at-risk youth.

Final:

I am a K-12 School Counselor who helps public schools of 3-5 thousand students so they can increase achievement and minimize hardship in at risk youth.

Give it a spin with a partner and role play job roles on the cards below:

Employee Cards

Cashier	Waiter	Call Center Operator
Attorney	Data Entry Clerk	Chief Executive Officer (CEO)

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Physician's Assistant	Vocational Counselor	High School Teacher
Accountant	Bartender	Postal Carrier
Beautician	Animal Groomer	Elderly Caretaker

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Security Guard	Software engineer	Video game Designer
Spokesmodel	Police Officer	Government analyst
Chiropractor	Retail Store Associate	Car Mechanic

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Janitor	Truck Driver	Barber
Professional Athlete	Line Cook	Customer Service Representative
ESL Teacher	Airport Agent	Firefighter

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<p>Construction Worker</p>	<p>Brick Mason</p>	<p>Doula</p>
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Employer Cards

Amazon	FedEx	Manpower
Macy's	San Diego Unified School District	Wal-Mart
Mental Health Services	American Airlines	Target

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Wells Fargo	Delta	The Salvation Army
CVS	Charles Schwab	Jewish Family Services
Navy Exchange	Booze-Allen Hamilton	DHS

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Carnival Grocery	99 Cents Only Stores	San Diego Public Library
Chevrolet	SHARP Hospital	Marshalls
USPS	The Jacob's Center	Procopio

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United States Navy	MTS	Yoshinoya
Honda	Goodwill	Kate Spade
Department of Education	The Olive Garden	State Franchise Tax Board

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INTERVIEWER

Tell Me About Yourself: Interview Cards

These are typical general and character questions that may appear in interviews. Its important to know which general questions may appear in relation to your profession (search Google or Glassdoor!) and its also important to know how to demonstrate with your personality how you can be the right fit for the job. While practicing with a partner keep in mind three tips: 1. Avoid one phrase answers; 2. Avoid overexplaining 3. Make the interviewer feel welcome to inquire further.

Tell Me About Yourself: Interview Cards

What are your strengths?	What are your weaknesses?	Why are you interested in working for us?
Why was there a gap in your employment history?	What can you offer us that someone else can not?	What are three things your former manager would like you to improve on?

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<p>Tell me about an accomplishment you are most proud of.</p>	<p>Tell me about a time you made a mistake.</p>	<p>What is your dream job?</p>
<p>Discuss your resume.</p>	<p>Discuss your educational background.</p>	<p>Describe yourself.</p>
<p>Why are you looking for a new job?</p>	<p>Would you work holidays/weekends?</p>	<p>How would you deal with an angry or unruly customer?</p>

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<p>Where do you see yourself in five years? Ten years?</p>	<p>Why do you want to leave your current company?</p>	<p>Tell me how you handled a difficult situation.</p>
<p>Are you willing to relocate?</p>	<p>Are you willing to travel?</p>	<p>What questions do you have for me?</p>
<p>How did you hear about this position?</p>	<p>What would you look to accomplish in the first 30 days/60 days/90 days on the job?</p>	<p>What are your salary requirements?</p>

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<p>Give a time when you went above and beyond the requirements for a project.</p>	<p>Who are our competitors?</p>	<p>What was your biggest failure?</p>
<p>What motivates you?</p>	<p>What's your availability?</p>	<p>Who's your mentor?</p>
<p>Tell me about a time when you disagreed with your boss.</p>	<p>How do you handle pressure?</p>	<p>What is the name of our CEO?</p>

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<p>What are your career goals?</p>	<p>What gets you up in the morning?</p>	<p>What would your direct reports say about you?</p>
<p>What were your bosses' strengths/weaknesses?</p>	<p>If I called your boss right now and asked him/her what is an area that you could improve on, what would he/she say?</p>	<p>Are you a leader or a follower?</p>
<p>What was the last book you've read for fun?</p>	<p>What are your co-worker pet peeves?</p>	<p>What are your hobbies?</p>

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<p>What questions haven't I asked you?</p>	<p>What makes you uncomfortable?</p>	<p>What are some of your leadership experiences?</p>
<p>How would you fire someone?</p>	<p>What do you like the most and least about working in this industry?</p>	<p>Would you work 40+ hours a week?</p>

What a Great Question *sarcasm*!

According to FEHA, ADA and EEO laws there are illegal questions employers cannot ask during the hiring process. Let's look at some questions that may arise. However, if they do ask them, consider a clever dodge or redirection rather than an abrasive or litigious response that may result in no job offer. With a partner practice evading the answer with the illegal question cards.

Illegal Question Cards

What is your date of birth?	Have you ever been arrested?	What type of discharge did you receive?
How many children do you have?	Do you have any disabilities?	What is your native language? How did you learn to read, write or speak a foreign language?

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<p>What religion are you?</p>	<p>Have you ever filed a workers' compensation claim?</p>	<p>List all clubs, societies and lodges to which you belong.</p>
<p>What are your childcare arrangements?</p>	<p>Have you ever been injured on the job?</p>	<p>Complexion or color of skin</p>
<p>Do you own a car?</p>	<p>What is the name and address of a relative to be notified in case of an emergency?</p>	<p>What is your religious denomination, religious affiliations, church, parish, pastor? What religious holidays do you observe?</p>

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<p>What is your national origin? Where are your parents from?</p>	<p>Do you own your own home?</p>	<p>Do you wish to be addressed as Mr., Mrs., Miss or Ms.?</p>
<p>What is your maiden name?</p>	<p>Have your wages ever been garnished?</p>	<p>Do you own your own home?</p>
<p>What is your father's surname? What are the names of your relatives?</p>	<p>Have you ever declared bankruptcy?</p>	<p>What is your current salary? What was your starting and ending salary in any prior position?</p>

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~~What year did you graduate from high school or college?~~

~~Make up your own question.~~

~~Make up your own question.~~

What Can You Do? Skills by the Numbers

Refer to your resume and highlight the skills that are desired in the new position. For each skill, prepare a short phrase or success story related to the skill. Read these aloud several times, highlight key words and practice until you can tell the stories without referring to your notes. But for starters practice these with a partner by asking "What can you do?". Feel free to plug in numbers from your resume or ad lib the figures if you have difficulty recalling.

What Can You Do Cards

N words typed X N minutes	N units sold X N sales per quarter	N sales X N units per quarter
N Cash Handled X N gross sale; N register	N Customer serviced X N transactions a day	N customers served X N tables waited

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<p>N clients rehabilitated X N clients per caseload</p>	<p>N clients in service X N clients per caseload</p>	<p>N client intakes X N plans written</p>
<p>N articles published X N years in field</p>	<p>N pieces tailored X N orders per day</p>	<p>N intakes a week X N files uploaded</p>
<p>N applications accepted X N applicants per month</p>	<p>N surveys administered X N calls per shift</p>	<p>N employees managed X N units assigned</p>

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<p>N poses modeled X N minutes per pose</p>	<p>N students taught X N classes per day</p>	<p>N information analyzed X N units per minute</p>
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Confidence Building

To boost your confidence, it helps to be reminded of your good qualities. Enlist the help of a partner and sit facing each other. Your partner will read a card. Then thank your partner and tie the characteristic to an experience on your resume:

Ex., "From this entry it really seems like... You always know just what to say".

"Thanks! I really got a chance to master my extroverted personality traits in that sales position. During that holiday season I managed to sell 20% than the previous year."

Self-Efficacy Cards

You're a gift to those around you.	You have the best ideas.	You are brave.
You are making a difference.	You always know how to find that silver lining.	You bring out the best in other people.

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<p>The way you treasure your loved ones is incredible.</p>	<p>Everyone gets knocked down sometimes, but you always get back up and keep going.</p>	<p>You're a great listener.</p>
<p>Has anyone ever told you that you have great posture?</p>	<p>Your smile is contagious.</p>	<p>Everything would be better if more people were like you!</p>
<p>You have a good head on your shoulders.</p>	<p>You're a great example to others.</p>	<p>That color is perfect on you.</p>

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<p>You're someone's reason to smile.</p>	<p>You always know just what to say.</p>	<p>You always know -- and say -- exactly what I need to hear when I need to hear it.</p>
<p>Any team would be lucky to have you on it.</p>	<p>You're always learning new things and trying to better yourself, which is awesome.</p>	<p>You look great today.</p>
<p>You seem to really know who you are.</p>	<p>When you make a mistake, you fix it.</p>	<p>Being around you makes everything better!</p>

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<p>When you make up your mind about something, nothing stands in your way.</p>	<p>Who raised you? They deserve a medal for a job well done.</p>	<p>Colors seem brighter when you're around.</p>
<p>Your creative potential seems limitless.</p>	<p>You're great at figuring stuff out.</p>	<p>That thing you don't like about yourself is what makes you so interesting.</p>
<p>You're so thoughtful.</p>	<p>Your voice is magnificent.</p>	<p>You're inspiring.</p>

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<p>You're like a breath of fresh air.</p>	<p>The people you love are lucky to have you in their lives.</p>	<p>Our community is better because you're in it.</p>
<p>You should be proud of yourself.</p>	<p>You're more helpful than you realize.</p>	<p>You have a great sense of humor.</p>
<p>Your perspective is refreshing.</p>	<p>You're an awesome friend.</p>	<p>You light up the room.</p>

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I appreciate you.

You have the best laugh.

You're strong.

You have impeccable
manners.

I like your style.

Informational Interview

Make a list of 10 informed questions that could be asked about any company or business in an informational interview. Consider questions such as "When did the company get started? How many people does it employ? Who runs the company? Are there shareholders?" Do online or library research about the company you will be interviewing with. See how many of these questions you can answer about the company. Based on your research, prepare a few probing questions that you might ask at the interview. This will prepare you to demonstrate your knowledge of the company during your interview.

Tell Me About Your Company

<p>What does a typical day look like?</p>	<p>What are the performance expectations of this position over the first 12 months?</p>	<p>Which other departments work most closely with this one?</p>
<p>What are the most immediate projects that need to be addressed?</p>	<p>What is the performance review process like here? How often would I be formally reviewed?</p>	<p>What are the common career paths in this department?</p>

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<p>Can you show me examples of projects I'd be working on?</p>	<p>What metrics or goals will my performance be evaluated against?</p>	<p>What is the company and team culture like?</p>
<p>What are the skills and experiences you're looking for in an ideal candidate?</p>	<p>How long have you been with the company?</p>	<p>How would you describe the work environment here—is the work typically collaborative or more independent?</p>
<p>What attributes does someone need to have in order to be really successful in this position?</p>	<p>Has your role changed since you've been here?</p>	<p>Can you tell me about the last team event you did together?</p>

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<p>What types of skills is the team missing that you're looking to fill with a new hire?</p>	<p>What did you do before this?</p>	<p>Is there a formal mission statement or company values? (Note: Make sure this isn't Google-able!)</p>
<p>What are the biggest challenges that someone in this position would face?</p>	<p>Why did you come to this company?</p>	<p>What's your favorite office tradition?</p>
<p>What sort of budget would I be working with?</p>	<p>What's your favorite part about working here?</p>	<p>What do you and the team usually do for lunch?</p>

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<p>Is this a new role that has been created?</p>	<p>Where do you see this company in the next few years?</p>	<p>Does anyone on the team hang out outside the office?</p>
<p>Do you expect the main responsibilities for this position to change in the next six months to a year?</p>	<p>What can you tell me about your new products or plans for growth?</p>	<p>Do you ever do joint events with other companies or departments?</p>
<p>What are the most important things to accomplish in the first 90 days on the job?</p>	<p>What are the current goals that the company is focused on, and how does this team work to support hitting those goals?</p>	<p>What's different about working here than anywhere else you've worked?</p>

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<p>How will I be trained?</p>	<p>What gets you most excited about the company's future?</p>	<p>How has the company changed since you joined?</p>
<p>What are opportunities for professional development?</p>	<p>Please tell me about the team I'll be working with.</p>	<p><i>What might concern you about my being a good fit for this role?</i></p>
<p>Would I be able to represent the company at industry conferences?</p>	<p>Who will I work with most closely?</p>	<p><i>What are the next steps in the interview process?</i></p>

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<p>Where is the last person who held this job moving on to?</p>	<p>Who will I report to directly?</p>	<p><i>What else can I provide you with that would be helpful?</i></p>
<p>Where have successful employees previously in this position progressed to?</p>	<p>Can you tell me about my future team's biggest challenges?</p>	<p><i>Can I answer any final questions for you?</i></p>

CCAR/STAR Success Stories

Tell your partner a success story using the CCAR format: C) Context, C) Challenge, A) Action, and R) Result. While you practice giving the answer, have your partner evaluate and score your performance on criteria such as confidence, believability, pacing and clarity. To further develop your ability to answer questions, ask your partner to respond "why?" to each answer you give. Tell your partner to keep repeating "why" and force an extension of your answer as many times as possible.

STAR/CCAR (CAR/PAR/PARLA/SAR/SCARQ/SHARE/SIA/SMART/SOAR)	
SITUATION/ CONTEXT	Briefly describe the situation where you demonstrated the competence in a specific context.
TASK/ CHALLENGE	What exactly was the team task or your role or the problem/ challenge?
ACTION	How did you approach this task? What did you do that shows this competency in action? (Tip: avoid using 'we' in team working questions, use 'I'). Should make up about 75% of your answer.
RESULT	What was the end result? (can be positive or negative, but be prepared to talk about what you have learned from the experience in that case)

Success Story Cards

<p>A success story from when I was in elementary school was...</p>	<p>A success story from when I was in middle or junior high school was...</p>	<p>A success story from when I was in high school was...</p>
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A success story when I was a teenager was...

A success story when I was in my 20s was...

A success story when I was 30s was...

A success story when I was in my first job was...

A success story when I was in trade school was...

A success story when I was in college was...

A success story from when I was in elementary school was...

A success story from when I was in middle or junior high school was...

A success story from when I was in high school was...

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A success story from when I was a teenager was...

A success story from when I was in my 20s was...

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