



Interviewer Instructions

Notes to the Speaker

The member completing this project has asked you to act as an interviewer for a role-play activity. During the 5- to 7-minute presentation at a club meeting, the member will practice answering interview questions to promote their skills, abilities, and experience.

Prior to the interview, the member will provide you with any additional information. They may have developed background information to support the activity, such as the name of the organization, the title of the vacant position, the title of the person conducting the interview, or interview questions. Ensure you have this information prior to the activity. The goal is for the member to make the scenario as realistic as possible in order to practice responding well.

In addition to information from the member, common interview questions are listed below. You are not required to use them. Develop your own unexpected or follow-up questions. In doing so, you better prepare the member to answer unanticipated questions and to strengthen their impromptu speaking skills.

The following questions are formatted for a job interview. Modify as you see fit for the member completing the assignment.

Simple

- ▶ Can you tell me a little bit about yourself?
- ▶ How did you hear about this opportunity?
- ▶ Why do you want this job?
- ▶ What are your greatest professional strengths or achievements?
- ▶ Why are you leaving your current company?

Challenging

- ▶ What do you consider to be your greatest weakness?
- ▶ What's your management style?
- ▶ How do you deal with stressful situations?
- ▶ What can you tell me about our competitors?
- ▶ What do you look for in a job?

Most Challenging

- ▶ Tell me about a challenge or conflict you have faced at work and how you dealt with it.
- ▶ What can you do for us that someone else cannot?
- ▶ How would you deal with an angry customer or client?
- ▶ What didn't you like about your last job?
- ▶ Where do you see yourself in five years?