

4-H Youth Development

4-H Public Presentations - Teen “Mock ” Interviews - Guidelines for the Interviewee -

Before the Interview:

- Decide whether you will be interviewing for a {Mock} Job (4-H Summer Assistant Position Description *enclosed*), or for Admission to College.
- Prepare for your interview using the **Suggested Interview Questions** as well as the sample **Evaluation Form** (enclosed).
- For either type of Interview (College or Job) you must prepare and submit an "Interview Portfolio" via email at least 1 week ahead of your scheduled Interview date containing:
 - **a Resume** (for the position you are applying for or admission into college)(sample attached)
 - **a completed (sample) College or Job Application** (do not include SS#) (attached)
 - **a Thank You Letter or Card (optional)**

The Interview Process: (Interviews will be held in 30 Minute increments)

- On the day of your interview, **please arrive at least 15 minutes BEFORE your scheduled interview time** to submit your written materials for review. When you check-in, you will receive a blank *Evaluation Form*. Be sure to dress professionally (see guidelines for appearance on your sample Evaluation Form {enclosed}).
- After check-in, take a few moments to complete the TOP PORTION of the Evaluation Form.
- Once your ‘Interviewer(s)’ have had an opportunity to review the contents of your ‘Interview Portfolio’, you will be invited in for your interview.
- After your interview is over, the Evaluator(s) will take a few moments to complete your evaluation form – during this time – they may ask you to wait in the hall. After they have filled out your form, the Evaluator(s) will invite you back in for the Interview Consultation – during this time – they will explain how you did, what you did well and what you need to work on.

After the Interview:

- After the Interview, the Evaluator(s) will provide volunteers with your completed Evaluation Form.
- Volunteers in the Tally Room will calculate your score and assign a ribbon color.
- Certificates, scorecards, and ribbons will be given shortly after your Interview. Please stay in the building while you wait.

4-H Public Presentation Program – Teen Interviews

Suggested Interview Questions for EMPLOYMENT

(You are not required to ask all of these questions; instead use this list for a reference of possible questions. If you feel that there are more suitable questions for a particular applicant, feel free to initiate your own)

- **Tell me about yourself?**
- **Tell me about your previous work and/or volunteer experience?**
- **What were the responsibilities on your last job or volunteer experience?**
- **Why did you leave (or why are you leaving) you last position?**
- **Why are you interested in working for our company/agency?**
- **What do you know about this position?**
- **How would your previous boss / volunteer supervisor describe you?**
- **How are you qualified for this position?**
- **What qualities or skills do you feel you could bring to this job that will help you to be successful?**
- **What is one of your greatest strengths?**
- **What is one of your weaknesses?**
- **What are you most proud of? Why?**
- **If you were asked by 2 different supervisors to complete 2 different projects and you felt you were unable to complete both by the deadline, how would you handle it?**
- **Do you consider yourself to be responsible? How so?**
- **When you have a problem, what methods do you use to solve it?**
- **Do you consider yourself to be a leader? If so, in what way?**
- **What motivates you?**
- **Describe your dream or ideal job?**
- **Why should we hire you?**

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Suggested Interview Questions for COLLEGE

(You are not required to ask all of these questions; instead use this list for a reference of possible questions.

If you feel that there are more suitable questions for a particular applicant, feel free to initiate your own)

- **Tell me about yourself?**
- **What subjects do you like the most? Why?**
- **What subjects do you like the least? Why?**
- **What other activities have you participated in during the past 2 to 3 years?** (In or outside of school)
- **Tell me a highlight / personal accomplishment of this year (school, personal, etc.).**
- **How do you get along with people?**
- **What is one of your greatest strengths?**
- **What is one of your weaknesses?**
- **What are you most proud of? Why?**
- **Tell me about your previous work and/or volunteer experiences**
- **How would a friend describe your character?**
- **Why do you want to attend college?**
- **Why do you want to attend this college?**
- **What qualities or skills do you feel you possess that will help you to succeed in college?**
- **How have you made an impact on others and/or the community?**
- **Do you consider yourself to be responsible? How so?**
- **Describe someone who has had a positive influence in your life and why.**
- **Do you consider yourself to be a leader? If so, in what way?**
- **What motivates you?**
- **What do you plan to do when you graduate? (work, travel, Grad. School, etc.)**
- **How will this college benefit from your participation?**
- **Is there anything else you would like to tell us about yourself?**