Mock Interview Tool

INSTRUCTIONS

Use the table below to practice scripting out answers to some of the most asked interview questions. Use the formula outlined in the ‘recommended structure’ column to practice your storytelling skills.

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| INTERVIEW QUESTION | TIPS |
| Tell me about yourself | As an executive, answering the question "Tell me about yourself" during a job interview requires a strategic approach that showcases your leadership skills, achievements, and experience in a concise yet compelling manner. Analyze the job description and identify personal stories demonstrating the skill sets the employer is looking for.1. Highlight your professional background: Provide a summary of your career trajectory, emphasizing key milestones and achievements. Mention the industries you've worked in, the size of the organizations you've managed, and any notable successes.

**Highlight your professional background:** *"Over the past 15 years, I've held executive roles in the technology and health sciences sectors, leading multinational teams and driving revenue growth."*1. Showcase your leadership and management skills: Talk about your leadership style and how you have contributed to the success of your teams and organizations. Mention any strategic initiatives you've led, major projects you've overseen, or transformations you've spearheaded.

**Use quantifiable metrics whenever possible to demonstrate your impact:** *"I've consistently fostered a culture of innovation and collaboration, resulting in a 25% increase in market share and a 40% improvement in operational efficiency in my previous role."*1. Highlight your expertise: Briefly discuss three keys areas of expertise and how they align with the position you're applying for.

**Tailor your response to emphasize the skills and knowledge that are most relevant to the executive role you seek.** For example, *"Throughout my career, I've developed a deep understanding of strategic planning, business development, and financial management, which I believe are critical for driving sustainable growth and profitability."*1. Conclude with your aspirations: End your response by expressing your enthusiasm for the opportunity and how you believe your experience and skills can contribute to the success of the company. Show genuine interest in the role and the organization's mission.

**Conclude with aspirations:** For example, *"I am thrilled about the prospect of joining [Company Name] and driving its continued growth and success in the market. I am confident that my strategic vision and track record of delivering results align perfectly with the company's goals."* |
| Why do you want to work for us? | RULE OF THREE: Based on your research of the company, find three reasons why this organization appeals to you. They want to see what you know about the job and the company. Researching the company, industry, and the position really helps here.Reason 1:Reason 2:Reason 3: |
| What is your approach to the first 60-90 days on the job? | As an executive, it's essential to demonstrate your strategic thinking, leadership skills, and ability to make a positive impact quickly. Here is a formula you can use to ensure a strong answer.1. **Emphasize Understanding and Listening:** Begin by mentioning that in the first 60-90 days, you prioritize understanding the organization, its culture, and its stakeholders.
2. **Assess and Analyze:** Highlight your approach to assessing the current state of the organization and its operations.
3. **Set Clear Objectives:** Demonstrate your ability to set clear and achievable objectives that align with the company's strategic goals.
4. **Develop Relationships:** Highlight the importance of building strong relationships with the executive team, managers, and key stakeholders.
5. **Communicate and Adjust:** Highlight your adaptability and willingness to adjust your approach based on feedback and new information. Emphasize your commitment to regular communication with stakeholders to ensure that your actions remain aligned with the company's needs.
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| What other organizations are you affiliated with outside of your company? (voluntary, professional organizations, etc) | When answering this question, it is essential to showcase your engagement in relevant and impactful activities that align with your professional interests and demonstrate your leadership qualities. Highlight professional organizations, volunteer work, board memberships, or networking groups you are a part of and how they have enriched you as a professional. |
| What are your career goals? | Think about this question as a way to tell an employer how you would perform as someone in the role you are applying to. Be realistic about where you are in your career right now. |
| What motivates you? | Employers want to hear about what gets you excited for work.If a paycheck is the only thing that motivates you, then they may see someone who will do only the minimum. What makes you get into the office? Is it the work atmosphere? Challenging projects? The chance to make a difference? |
| Describe your leadership style? | When asked to describe your leadership style as an executive, it's essential to provide a clear and authentic response that reflects your leadership approach and how it aligns with the needs of the organization and its employees. Make sure to be concise and specific, emphasize core values, mention leadership strategies, and use real-life examples where appropriate.  |
| Tell us about your public speaking experience | If asked this question, you will want to highlight your relevant public speaking engagements and demonstrate how your communication skills have positively impacted your career and the organizations you've worked with. Consider mentioning key topics, audience size, impact, and your communication style.  |
| What makes you best qualified for this role? | This is your time to include all the points you’ve used to sell yourself in the interview thus far. Use the job description to get a thorough understanding of the values of the company and the role, and use your relevant past experiences to show the interviewer how you’re a match for those values. |
| What is your biggest weakness? | Give an authentic and specific example that is not critical to the job you are applying to, and show/share the steps you’re taking to improve it. |
| Tell me about a project you’re most proud of and what contributions you made. | This gives the interviewer an idea whether your standards are similar to theirs. It also shows them that you have produced work that you want to showcase. Employers want to know that you have done your best and are genuinely proud of your work. |
| Tell me about a time that you came upon a challenge on a recent project or with a coworker. | The interviewer is looking to see how you handle adversity or challenges, especially with others. |
| Tell me about a time when you were under a lot of pressure. What was going on, and how did you handle it? | This gives the interviewer an idea of your stressors and how you handle them.  |
| What are your salary requirements? | You should do research on the average salaries in the area for the role(s) you are interviewing for at your experience level and education.If possible, let them share a number or range first, and save true negotiating until they make you an offer. |