

# Mock Interview

Introduction: Hi my name is \_\_\_\_\_ (shake hands; note handshake quality), what position are you applying for? Great, I am the manager that will be hiring into this position.

So, tell me a little about yourself. (Note whether personal information is revealed that cannot be legally asked—marital status, children, religion)

I see from your attendance sheet that you are (always on time, occasionally late, always late). Attendance is very important in healthcare as is punctuality. Can you tell me what causes you to have this kind of attendance/punctuality?

Looking at the qualifications for this position, can you give me 3 strengths that you have that would work well in this job? What are some of your weaknesses that may cause some difficulties for you in this job?

Give me an example when you were told to do something that wasn't right—it wasn't according to procedure. What did you do?

Can you give me an example of someone at work that made you very irritated or upset? How did you handle the situation?

Do you have any questions for me? (They should have at least two questions.)

Thank you for your time, you should be hearing from me or someone in HR in two weeks.