

Professional Interview Role-Play

APPLICANT: Guidelines & Questions

- Begin telling about yourself and your work. (Self-Introduction)
- Highlight your: (Resume)
 - Education
 - Accomplishments
 - Skills, and
 - Abilities.
- Speak about your strengths and motivations for working in this field. (Philosophy – Business Plan)
- Present clearly your interest in working for/working with this organization, and the benefits they will derive from your work. (WIIFM)
- Ask questions of interest:
 - About the organization
 - Expectations
 - Duties and responsibilities
- As appropriate to the discussion, ask questions about
 - Payments- amount, schedule
 - Benefits
 - Insurance requirements
 - Other employment contract issues
- Close:
 - Reinforce what is unique about you and your work
 - ASK FOR THE JOB, THE REFERRAL, THE OPPORTUNITY.

**If you were in this interview for real,
what would you want to know, and
what would you want them to know about you?**

Professional Interview Role-Play

INTERVIEWER: Guidelines & Questions

- Tell me about yourself?
- What is your educational background and how does that relate to the (position / opportunity) we are discussing?
- What are your two or three strongest abilities or talents in this field?
- What motivates you? (Follow with additional related questions that come to you.)
- What makes you successful with clients? (Follow with additional related questions that come to you.)
- How well do you work under pressure? We usually have four treatment rooms going at once.
- Describe the highest-pressure work environment you have been in. What make it feel pressured and how did you handle the pressure?
- What are you looking for in this job/this opportunity?
- What else do you want me to know about yourself?

If you were in this interview for real, what would you want to know about this person?