

Interview Protocol



Royal High Senior Culminating Project

Student name: _____

The following template is to be used as a guideline to save you time in preparing your own interview. Your opening and closing can be very similar to the ones here, however, I would like you to tailor the opening and closing to your own needs, personality, and your interview panel.

Panelist name: _____

The purpose of the interview panel is to help guide the students through the interview process so that they are better prepared when they graduate from trade school or college for their first interview. The panel will not be grading the presentation. Your notes on this paper will be the property of the student.

(10-15 minutes)

1. Opening

- A. **(Establish Rapport)** [shake hands] My name is _____ and I would like to thank the interview panel for their time. Briefly show panel your resume packet.
- B. **(Background)** I would like to introduce myself by showing some of my background, education, some experiences I have had, and some of my hobbies and interests in order for you to learn more about me.
- C. **(Motivation)** Research, job shadows, job application.

2. Conclusion

- A. **(Career path)** Tell interview panel if this career is for you, what you have learned in the process, and if you have changed your mind.
- B. Thank the panel for their time and you are ready for their questions.

Panel Notes: *Content, Visual, Communication skills*

(Transition: I am now ready to answer your questions in regard to my career path.)

Senior Project Interview Questions

(10-15 minutes)

Panel directions: The student is ready to answer the questions below. Please write notes below each question to help the student prepare for his/her next interview. The panel may modify the question to fit each student. The panel does not have to ask all the questions, or in order, but is limited to **15 minutes**. The panel will conclude the interview with advice on the career choice.

1. What applicable attributes/experience do you have?
2. What is your greatest weakness?
3. What are your goals for the next five years/ ten years?
4. What is your greatest strength?
5. What major challenges have you faced educationally? Give one example and explain?
6. How do you handle stress and pressure?
7. If the people who know you were asked why you should be hired, what would they say?
8. Why are you the best person for the job?
9. Why do you want this job?
10. How do you plan to achieve these goals?

(5 minutes - Thank the panel for their time, questions and input)