

Mock Interview Scorecard



For the person playing the interviewer. Score each answer from 1 to 5 on the five dimensions, and write down the candidate's own words: specific notes are what make feedback useful.

CANDIDATE		ROLE		DATE		INTERVIEWER			
Relevance Did it answer the question that was asked?		Structure Easy to follow: context, what they did, result.		Specificity Real details, numbers and examples, not general claims.		Impact A clear result, and their own role in it ("I", not only "we").		Articulation Clear, concise, confident delivery.	
#	QUESTION	RELEV.	STRUCT.	SPECIF.	IMPACT	ARTIC.	NOTES: THEIR WORDS, WHAT TO FIX		
1		1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5			
2		1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5			
3		1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5			
4		1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5			
5		1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5			
6		1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5			
7		1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5			
8		1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5			

1 = missing · 3 = there, but general · 5 = clear, specific and convincing. Score the answer you heard, not the candidate you know.

STRONGEST ANSWER, AND WHY

THE ONE THING TO FIX FIRST

QUESTION TO REDO NOW

A 45-Minute Mock Interview Script



Pick about eight questions: two openers, four behavioral, one or two about the role, and time for the candidate's questions. Ask them in this order, without warning which comes next.

Warm-up 3 min

Questions ~30 min

Their Qs 4 min

Feedback 8 min

The questions

OPENERS

1. Tell me about yourself.
2. Why are you interested in this role?
3. Why do you want to work here?
4. Walk me through your resume.

BEHAVIORAL

5. Tell me about a time you worked on a team to reach a goal.
6. Describe a conflict with a coworker and how you handled it.
7. Tell me about a time you failed.
8. Describe your most challenging project.
9. Tell me about a time you took initiative.
10. Tell me about a time you worked under a tight deadline.
11. Describe a time you had to adapt to a big change.

ABOUT THE ROLE

12. What are your greatest strengths?
13. What is a weakness you're working on?
14. What would you do in your first 90 days?
15. Where do you see yourself in five years?
16. Why should we hire you?

PRESSURE

17. What would your last manager say about you?
18. Tell me about a decision you'd make differently now.
19. What are your salary expectations?

CLOSING

20. What questions do you have for me?

Rules for the interviewer

- **Play it straight.** Be polite but neutral, as a real interviewer is. Don't help mid-answer.
- **Ask one follow-up** when an answer is vague: "What did you do, specifically?" or "What was the result?"
- **Write their words down.** "You said 'we' nine times" is useful; "be more confident" isn't.
- **Give feedback at the end,** not after each answer: the strongest answer, then one thing to fix.
- **Finish with a redo.** The candidate answers the weakest question again with the fix. That's where the improvement happens.

For the candidate, before you start

- Send the interviewer the job posting and your resume the day before.
- Set up exactly as you will for the real thing: same room, same camera, same outfit.
- Record it if you both agree, and watch one answer back afterward.