

Interview Role Play

Script #1

Employer: “Did you bring a copy of your resume?”

Applicant:

Yes, sir (or ma’am), I did. *[You open up a folder you brought with you to the interview (where you have copies of your resume). You hand one copy to the interviewer.]*

Employer: “Tell me a little bit about yourself.”

Applicant:

I have lived in [your city or state] all of my life, I love being around people, and I love learning new things. Right now, I’m learning a new language because I think it is important to be able to communicate with a variety of people. I also like doing physical work and enjoy gardening and landscaping. I’m quite proud of my yard.

Employer: “What are your strengths?”

Applicant:

I’m a really good listener. Don’t get me wrong, I’m a good talker too, but I think listening skills are even more important. I’m also a good organizer. It doesn’t make any difference if it is organizing my closet or a trip with my family; I love all the planning and organizing that goes into it.

Employer: “What are your weaknesses?”

Applicant:

I like things to go according to my plans so when something comes up that may make my plans go off schedule it sometimes stresses me out. But what I have learned about myself is that coming up with a plan B helps a lot! So, if I plan ahead for potential problems, then I don’t stress out at all because I have a good idea of what to do next.

Employer: “Why do you want to work here?”

Applicant:

As I said earlier, I love being around people and in this job I’d get to meet every person that walks through the door. Your restaurant has a good reputation for quality food and service and that’s the type of restaurant I’d be proud to work in. I think my qualities will fit nicely here.

Employer: “Tell me about a recent job or volunteer position you had.”

Applicant:

I worked in a cafeteria serving food. Sometimes I worked in the kitchen but I really loved working as a server. I got to meet a lot of people. Some days were easier than others. I set a goal for myself to smile at everyone I served, especially those people who seemed upset or depressed. It may seem like a boring job to some people but not me.

Employer: “Why did you leave that position?”

Applicant:

I left because I had started school and couldn’t do both school and work at the same time.

Employer: “Do you have any questions for me?”

Applicant:

Your staff has a great reputation for customer service, so I thought perhaps I’d ask if you have a training program you put your staff through to achieve that?

I also have a list of references for you. *[Hand the interviewer a sheet of paper.]*

Thank you for the interview; it was a pleasure to meet you. *[Offer a professional, firm handshake – and a smile.]*

From *Skills to Pay the Bills – Mastering Soft Skills for Workplace Success*. U.S. Department of Labor, Office of Disability Employment Policy. <http://www.dol.gov/odep/topics/youth/softskills/> . Pages 49- 50.