



Project  
Management  
Institute.  
Manitoba

**IIBA**  
Winnipeg  
Chapter

# 2025 JOB FAIR & NETWORKING EVENT

**MOCK INTERVIEW  
GUIDE  
FOR INTERVIEWEES**

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**JUNE 11 2025**

.....  
**1:00PM - 08:00PM**  
.....

**VISCOUNT GORT  
HOTEL**  
.....



## TAKING PART IN THE MOCK INTERVIEW

### EXPRESSION OF INTEREST

Sign Up



1. Complete signup sheet
2. The Job Fair team will confirm your interview time slot (if available) and contact you via email or SMS.

### ON THE DAY OF THE INTERVIEW



1. Bring a copy of your resume
2. Arrive 15 minutes early to the venue
3. Register your name in the reception
4. A Job fair team member will guide you to your interviewer

**\*Note:**

- Your interview is scheduled for approximately 20 minutes
- An evaluation / feedback form will be emailed to you within a week

## TAKING PART IN THE MOCK INTERVIEW

The mock interviews are to prepare interviewees for real job interviews by creating a simulated environment. This setting allows you to practice answering questions, managing pressure, and highlighting your skills and experiences. It's akin to a rehearsal before the main event, enabling you to pinpoint areas for improvement and enhance your self-assurance.

During this mock interview, the interviewer may pose a variety of general and role-specific questions, providing feedback on your responses and offering suggestions for enhancement. They can also evaluate your body language, tone of voice, and overall demeanor, aiding in your professional presentation.



## THE IMPORTANCE OF MOCK INTERVIEWS

### **1. SKILL ASSESSMENT**

Mock interviews provide an opportunity for candidates to showcase their skills, experience, and suitability for a particular role. For interviewers, they offer insight into the candidate's strengths, weaknesses, and areas needing improvement.

### **2. PRACTICE & PREPARATION**

For candidates, mock interviews are important to practice their responses to common interview questions, refining their communication skills, and increasing their confidence, while helping them become more comfortable with the interview process.

### **3. FEEDBACK & IMPROVEMENT**

Mock interviews allow candidates to receive constructive feedback from experienced interviewers. This allows areas for improvement—prompt body language, professional communication style, and specific technical skills. It also provides candidates with actionable insights to enhance their interview skills in the future.

### **4. UNDERSTANDING EXPECTATIONS**

Mock interviews help candidates understand the expectations of potential employers and the specific requirements of the role they are applying for. They can gain insights into the company culture, values, and the types of questions typically asked during interviews.

### **5. BUILDING CONFIDENCE**

By participating in mock interviews, candidates can build confidence in their abilities while developing strategies on how they can effectively communicate their qualifications and experiences. This will allow them to increase their confidence during actual interviews.

### **6. FAMILIARIZATION WITH THE INTERVIEW PROCESS**

Mock interviews provide an opportunity for candidates to showcase their skills, experience, and suitability for a particular role. For interviewers, they offer insight into the candidate's strengths, weaknesses, and areas needing improvement.

### **7. TIME MANAGEMENT**

Mock interviews provide candidates with a chance to practice their time management skills, while ensuring that they can effectively communicate their key points within the allotted time frame.

### **8. NETWORKING OPPORTUNITIES**

Mock interviews often involve interaction with experienced professionals who can provide valuable insights, advice, and potential networking opportunities for candidates.

## ACE YOUR WAY TO SUCCESS!

Remember that mock interviews are a way of simulating the real interview process; hence, interviewees should take it with a serious approach, coupled with preparation and dedication. This way, interviewees can hone their interview skills—communication skills, and confidence. Take a look at some tips to help you make the most out of your mock interview experience:

**1****PRACTICE COMMON INTERVIEW QUESTIONS (SEE SAMPLES ABOVE)**

Interviewees should try to anticipate what the prospective interviewers will ask. This will allow them to articulate their responses in a clear and concise manner.

**2****ANSWER USING THE STAR METHOD**

Develop specific examples from past experiences using this process (Situation, Task, Action, Result). This will help interviewees realign their thoughts and answers while demonstrating their skills and showcasing their accomplishments effectively.

**3****DRESS FOR SUCCESS**

While it is only a mock interview, it is highly suggested to dress professionally, and in a business-like style. This will allow interviewees to have the right mindset during the whole mock interview process.

**4****PRACTICE NON-VERBAL COMMUNICATION**

Interviewees should pay close attention to their body language, eye contact, and facial expressions. It is a good practice to maintain a good posture as this will help them appear more engaged throughout the mock interview process.

**5****SEEK FEEDBACK**

After the mock interview, it is important to ask for constructive feedback from the interviewer. This will help interviewees focus on areas of improvement—response content, body language, and overall behavior.

**6****TIME MANAGEMENT**

It is a good practice to manage one's time effectively during the mock interview. Interviewees should be mindful of the duration of their responses to ensure they cover all the main points without fidgeting or rambling.

**7****REFLECT AND ASSESS**

After the mock interview is over, interviewees should take some time to reflect on what went well and what they can improve. Leverage on the constructive feedback given by the interviewer to streamline one's interview skills moving forward.



## REAL-WORLD JOB INTERVIEW PREPARATION TIPS

### **BEFORE THE INTERVIEW**

1. Confirm the schedule of the interview (date, time, location).
2. Interviewees should bring their resume and think about the main points that they want to highlight during their Interview.
3. Research the company or organization inviting you for an interview. Interviewees should prepare questions that you hope to ask your interviewer.
4. Interviewees may bring a portfolio or reference sheets, depending on the nature of the interview.
5. Dress professionally.
6. Be punctual. Should there be any emergencies or cancellations, it is important to contact the interviewer as soon as possible. Avoid having a “no-show”.

### **DURING THE INTERVIEW**

1. Make sure to be up and ready with an “elevator pitch”. The first few minutes of the interview are the most important in sparking interest and selling oneself.
2. It is recommended that interviewees add examples to their answers. These will make their responses more dynamic.
3. Interviewees should always take some pause in order to collect their thoughts before relaying their responses.
4. End the interview positively. Interviewees should reiterate their interest in the position by telling the interviewer or hiring manager how they are eager to hear back from them soon.

### **AFTER THE INTERVIEW**

1. It is a good gesture to ask for the interviewer’s business card at the end of the interview.
2. Using the business card, send a “thank you email” afterwards within 24 hours of the interview. It is recommended to mention anything specific about the recently held interview while reminding them of one’s qualifications, and interest in the position.

## INTERVIEWEE EVALUATION MATRIX

**\*Note: Referencing from common interview standards, you will be evaluated according to this criteria below**

<b>APPEARANCE</b>	- Dress for success in a professional / business-like manner
<b>GREETING / INTRODUCTION</b>	- Firm handshake / professional greeting - Good eye contact and smile at the onset
<b>BODY LANGUAGE</b>	- Good body posture - Overall confidence (good voice projection, calm gestures)
<b>ATTITUDE ABOUT WORK/ WORKING WITH OTHERS</b>	- Enthusiasm and sincerity when giving answers - Being genuine (don't say what you think the interviewer wants to hear) - Staying positive throughout the interview process
<b>RESPONSES TO INTERVIEW QUESTIONS</b>	- Demonstrating preparedness in answering the questions - Answering with confidence
<b>VERBAL COMMUNICATION</b>	- Clear and concise answers - Being polite and tactful - Mentioning just enough details when sharing experiences