

Mock Interview Practice Pack

Before you begin

- Bring your job description or person specification and your CV or portfolio.
- Work in pairs: candidate and interviewer . Swap roles so you practise both roles.
- Use real examples from study, work, volunteering or everyday life. You may use brief prompts while practising; practise speaking naturally rather than reading a script.

Quick answer guide

For experience questions, use STAR: Situation (context), Task (your responsibility), Action (what you did), Result (what happened and what you learned).

For hypothetical questions, explain what you would do and why. SHER can help you add what happened, how you handled it, the effect and your reflection, if that is the structure used in class.

Practice interview question set

1. Why are you interested in this role?

Link your interest to the role and give two relevant strengths or experiences.

2. Tell me about a time you solved a problem.

What was the problem, what did you personally do, and what was the outcome?

3. Tell me about a time you managed competing priorities.

Explain how you decided what to do first and kept others informed.

4. Tell me about a time you worked with others or showed leadership.

Explain your contribution and the outcome.

5. How would you respond if you noticed an unfair decision during recruitment?

Consider evidence, respectful challenge, fairness and appropriate escalation.

6. If you were recruiting for this role, which qualities would you prioritise and why?

Connect your answer to the person specification and fair selection.

7. How would you help a new employee settle into the role?

Consider an introduction, training, support and checking progress.

8. What are the benefits and risks of using AI when selecting candidates?

Consider useful support, human oversight, privacy and bias.

Mock interview and peer feedback

Candidate: _____ Interviewer: _____

Suggested practice: 2 minutes to prepare, 10–12 minutes for questions, then 5 minutes for feedback. Repeat after swapping roles.

Tick what you noticed and write one specific example. This is practice feedback, not the assessment marking form.

What to look for	Yes / developing	Evidence or suggestion
Answered the question and stayed focused	☐ Yes ☐ Developing	
Used a clear example with personal actions and outcome	☐ Yes ☐ Developing	
Linked strengths to the chosen role	☐ Yes ☐ Developing	
Explained reasoning on problem solving or priorities	☐ Yes ☐ Developing	
Considered fairness and the employer perspective	☐ Yes ☐ Developing	
Spoke clearly, listened and responded professionally	☐ Yes ☐ Developing	

One answer that worked well:

One answer to improve and how:

My next steps before the assessed interview next week

1.

2.

3.

Check the assessment handbook for the full requirements. The assessed interview uses the same role as Assessment 1 Element 3 and may cover STAR examples, professional conduct, problem solving, teamwork, fair recruitment, inclusion and AI.