Interviewing for Success

Role Play Practice Exercise

Role-playing is an effective way to prepare for meetings and interviews. You will learn to ask better questions and build up experience and self-confidence and learn to develop quick and precise reactions to situations as they evolve during meetings.

Step 1: Select a partner and assign roles
Partner A is the client or person being interviewed and Partner B will ask the questions.

Partner A ______________________________ Partner B ______________________________

Step 2: Design the Scenario (5 minutes)
Partners agree on or select a work-related problem then briefly discuss the scenario prior to starting the role-play.

Step 3: Role-play (10 minutes)
Using the Questioning Model introduced in the training video Partner B starts by asking Partner A a situation question or questions, followed by problem/challenge questions, then impact/consequence questions and ends with a payoff question or questions. Make a list of up to 10 questions. (Refer to the High-Gain/Impact Sample Questions handout for some ideas).

Partner B listens to the answers and takes notes. This is not the time to offer suggestions or solutions, listen and gather information.

Step 4: Review notes (3 minutes)
Once the interview is over Partner B reviews their notes and identifies three potential actions Partner A could take to improve or solve a problem.

Step 5: Discuss what you learned (10 minutes)
When you finish the role-play, discuss what you've learned, ask Partner A for feedback and use the High-Gain Question Worksheet to help you identify and improve your interviewing skills.