

JOB INTERVIEW PREPARATION GUIDE

Prepare with Clarity. Interview with Confidence.

Welcome to Your Job Interview Preparation Guide

A job interview is an opportunity to explain your experience, demonstrate your skills and show an employer how you could contribute to their organisation.

Feeling nervous before an interview is normal. Preparation can help you organise your thoughts, communicate clearly and approach the conversation with greater confidence.

This guide will help you:

- Understand the role and employer before your interview.
- Prepare clear, relevant answers to common questions.
- Structure examples from your work and personal experience.
- Explain your strengths and areas for development.
- Ask thoughtful questions during the interview.
- Reflect on your performance and identify areas to improve.

How to Use This Guide

Work through each section at your own pace. Write down your ideas, practise your answers aloud and adapt your examples to the role you are applying for.

Remember: The aim is not to memorise perfect answers. It is to prepare genuine examples that communicate your abilities clearly.

Research Before the Interview

Good preparation begins with understanding the opportunity.

1. Understand the Role

Read the job description carefully. Identify the main responsibilities, required skills and expectations.

Ask yourself:

- What are the three most important responsibilities?
- Which skills or experience are essential?
- What problems might this person be expected to solve?
- Which parts of my background are most relevant?

2. Research the Employer

Visit the organisation's official website and review its services, products, values and recent announcements where relevant.

Try to understand:

- What the organisation does.
- Who its customers or service users are.
- What makes its work relevant to you.
- How your experience could contribute to its objectives.

3. Match Your Experience to the Role

Choose three requirements from the job description. For each one, identify a genuine example that demonstrates your ability.

Example

Requirement: Strong communication skills.

Your evidence: Explain a time when you communicated complex information clearly, resolved a misunderstanding or helped colleagues work together.

Your Preparation Notes

Role applied for: _____

Organisation: _____

Three key skills required:

1.
2.
3.
4.
5.
6.

Why I am interested in this opportunity:

How my experience is relevant:

Prepare Your Answers

Interviewers may ask about your background, motivation, skills and approach to work. Preparing key points helps you give focused answers without sounding rehearsed.

1. Tell Me About Yourself

Give a brief professional introduction covering your current situation, relevant experience, key strengths and interest in the role.

Suggested structure:

- Who you are professionally.
- What relevant experience or skills you bring.
- What interests you about this opportunity.

Avoid reciting your entire life story. Focus on information relevant to the position.

2. Why Do You Want This Job?

Explain what interests you about the role and how it connects with your skills, professional interests or future development.

Show that you understand the position rather than relying on general statements.

3. What Are Your Strengths?

Choose two or three strengths that are relevant to the job. Support each one with a genuine example.

For example, if organisation is a strength, explain how you prioritised tasks, managed deadlines or coordinated a project.

4. What Is an Area You Would Like to Improve?

Choose a genuine development area that you can discuss constructively.

Explain what you are doing to improve it. Avoid pretending that a weakness is actually a strength.

5. Why Should We Hire You?

Connect your relevant skills, experience and working approach to the employer's needs.

Be specific about the contribution you could make, without making promises you cannot guarantee.

Practise Your Answers

The question I find most difficult:

My main points:

Example I will use:

Structure Strong Answers with STAR

Behavioural interview questions ask you to describe how you handled a situation in the past.

Examples include:

- Tell me about a time you solved a problem.
- Describe a challenge you faced at work.
- Give an example of working successfully in a team.
- Tell me about a time you managed competing priorities.

The STAR method can help you organise your answer.

S — Situation

Briefly explain the background. What was happening?

T — Task

Describe your responsibility or the goal you needed to achieve.

A — Action

Explain the specific steps you took. Focus on your contribution rather than describing only what the team did.

R — Result

Explain the outcome. Where possible, describe what improved, what you learned or how the situation was resolved.

Example Answer

Question: Tell me about a time you had to manage competing priorities.

Situation: I was working on several tasks with overlapping deadlines.

Task: I needed to complete the most urgent work while ensuring that other responsibilities were not overlooked.

Action: I reviewed the deadlines, prioritised tasks according to urgency and importance, and communicated with the relevant colleagues about progress.

Result: I completed the priority tasks in an organised way and improved my approach to planning similar workloads.

Use this as a structure, not as a personal story to copy. Replace it with an example from your own experience.

Your STAR Practice

Situation: What happened?

Task: What were you responsible for?

Action: What did you personally do?

Result: What happened, and what did you learn?

Questions to Ask the Interviewer

An interview is also an opportunity to understand the role and decide whether the organisation is right for you.

Prepare two or three questions that have not already been answered during the conversation.

Questions About the Role

- What would the main priorities be during the first three months?
- What does a typical working day look like in this position?
- What are the main challenges someone in this role may face?

Questions About the Team

- How does the team usually work together?
- Which colleagues or departments would this role work with most closely?
- How is feedback usually shared within the team?

Questions About Development

- What opportunities are available to develop relevant skills?
- How is performance and progress reviewed?
- What does success in this role look like?

Questions About Next Steps

- What are the next stages of the recruitment process?
- When might candidates expect to hear about the outcome?

My Questions

Question 1: _____

Question 2: _____

Question 3: _____

Choose questions that genuinely matter to you. Avoid asking something that is clearly explained on the organisation's website or has already been covered in the interview.

Communicate with Confidence

Strong interview communication is not about using complicated vocabulary. It is about making your experience easy to understand.

Listen Before Answering

Allow the interviewer to finish the question. If you are unsure what they mean, politely ask them to clarify.

Take a Moment to Think

You do not need to answer every question immediately. A short pause can help you organise your thoughts.

Be Specific

Whenever possible, support your answers with a real example. Explain what you did, why you did it and what happened.

Keep Your Answers Focused

Answer the question first, then add the relevant details. Avoid going too far away from the main point.

Be Honest About What You Know

If you have not used a particular tool or handled a specific situation, be honest. Explain how you would approach learning or solving the problem if appropriate.

Discuss Difficult Situations Constructively

When describing a disagreement, mistake or challenge, focus on your actions, what you learned and how you would approach a similar situation in future.

Practise Aloud

Practising with a friend or recording yourself can help you notice unclear explanations, overly long answers or repeated phrases.

A useful reminder: You are not expected to know everything. Demonstrating self-awareness, relevant skills and a willingness to learn can help you communicate your suitability for the role.

After the Interview

Your preparation does not end when the interview finishes. A short review can help you learn from the experience and prepare more effectively for future opportunities.

1. Reflect on Your Performance

Consider the following questions:

- Which answers went well?
- Which questions were difficult?
- Did I provide clear and relevant examples?
- Was there anything I wanted to explain more effectively?
- What would I do differently next time?

2. Record What You Learned

Write down any questions that surprised you, skills the employer emphasised and areas you want to practise.

These notes can help you prepare for future interviews.

3. Follow Up Professionally

If appropriate, send a brief thank-you email expressing appreciation for the interviewer's time and confirming your continued interest in the role.

Follow any communication instructions provided by the employer.

4. Continue Your Development

An interview is a learning opportunity, regardless of the outcome. Identify one or two areas to improve and take practical steps towards developing them.

Your Personal Action Plan

One thing I did well:

One thing I want to improve:

My next action:

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