

How to Prepare for a Job Interview



PRE-INTERVIEW

- ☐ Analyse job description and company details
- ☐ Define your unique selling points
- ☐ Research company and interviewers
- ☐ Prepare STAR examples for key themes (Situation, Task, Action, Result)
- ☐ Practice answers (including challenging ones)
- ☐ Prepare insightful questions
- ☐ Run mock interviews
- ☐ Plan attire based on company culture
- ☐ Confirm interview time, location, and format, plan to arrive at least 15 mins earlier



DURING INTERVIEW

- ☐ Use STAR responses for behavioural questions (Situation, Task, Action, Result)
- ☐ Stay calm and engaged, maintain eye contact, speak slowly, have a sip of water
- ☐ Navigate difficult questions with honesty and structure
- ☐ Ask your prepared questions confidently



POST-INTERVIEW

- ☐ Send a thank-you email
- ☐ Reflect on strengths and areas to improve
- ☐ Seek recruiter feedback where possible