



## How to Prepare for an Interview

### Intro

Experienced Job-Getter: Hey, what's up!

First-time Interviewee: I just received an invitation for an interview and I'm so nervous! I have no idea how to prepare.

Experienced Job-Getter: First of all, congratulations - your qualifications and experiences have piqued the employer's interest and they want to learn more about you. I've been through a few interviews and I know a few things about how to prepare. Let me help you out!

### Step 1 – Research

Experienced Job-Getter: The first step I take is to do research the company. I would make sure I know the company's mission, products or services, and culture.

This will not only help understand what the employer is looking for in an employee, but it also helps with some talking points during the interview. I would also make sure to read the job descriptions to note all the essential skills, experiences, and qualities the employer is looking for. This can be done by reviewing the company's website and social media channels.

### Step 2 – Practice

Experienced Job-Getter: Next, I find it helpful to practice answering some commonly asked interview questions. These might include questions like 'tell me about yourself,' 'why do you want to work for this company,' and 'what are your strengths and weaknesses?' A list of commonly asked interview questions can be found online with a quick search on the internet. I recommend preparing sample answers to some of these questions. It is also a great idea to do a mock interview with someone to get some practice.

Experienced Job-Getter: Would you like me to show you how I answer questions on my interviews?

First-time Interviewee: That sounds like a great idea, I would love that!

The STARR framework is one of the common methods for answering behavioural interview questions. STARR is an acronym that stands for Situation, Task, Action, Result and Relevance. It is a structure that helps to provide clear, concise, and organized answers to behavioural interview questions.

Here is an example of how to use the STARR method to answer interview question: 'Give an example of a time when you had to solve a difficult problem at work?'



Using the STARR method, I would say:

**Situation:** “One example of a difficult problem I had to solve at my previous job was when our team was working on a tight deadline to launch a new product. We encountered unexpected technical issues that were delaying the launch.”

**Task:** “My team was to find a solution to the technical issues as quickly as possible in order to meet the deadline for the product launch.”

**Action:** “I worked closely with the development team to troubleshoot the problems and I identified the root cause of the issues. I then developed a plan of action to resolve them, which included updating some software and adjusting the product’s design.”

**Result:** “Thanks to my efforts, we were able to launch the product on time and it received positive feedback from customers.”

**Relevance:** “This experience taught me the importance of taking initiative when challenges arise and I believe this will be a valuable skill in this Analyst position that I am interviewing for.”

First-time Interviewee: That was really good, thank you so much!

### **Step 3 – 1 day before the interview**

**Experienced Job-Getter:** One day before the interview, I like to make sure I have copies of my resume, references, and any other documents the company might have requested. Also, sleeping for around 8 hours the night before the interview helps me feel well-rested and relaxed on the day of my interview. Then I would make sure I dress professional and put-together.

On the interview day I try to make a good first impression by Greeting the interviewer with a smile and handshake. I also try to maintain good posture and eye contact as much as possible!”

**Experienced Job-Getter:** When I am speaking, I try my best to slow down and speak clearly. It is quite common to talk more quickly when nervous. Going too fast makes it easier to go off track, and even forget what was asked in the first place.

### **Step 4 – During the interview**

**Experienced Job-Getter:** Throughout the interview, I find it helpful to remind myself that the interview is also an opportunity for me to learn about the role and organization, so I make sure to ask questions when prompted at the end of the interview. I would prepare a list of questions that



will deepen my understanding of the role, the organization itself, or even the professional development of my interviewers.

### **Step 5 – After the interview**

Experienced Job-Getter: Within 24 hours of the interview, I would write a thank-you email to the interviewer to thank them for their time, re-express my interest in the role and the company, and reaffirm how I think my background and skills would be a good fit.

First-time Interviewee: I'll make sure to do all of that. Thanks for the help, I feel a lot more prepared now