

PREPARE for a JOB INTERVIEW in **1 HOUR**:

A Rapid Action Plan

FIRST 20 MINS: RESEARCH & STRATEGY



- Study the job description and key requirements.
- Analyze the company website, mission, and recent news.
- Review your resume and key achievements.
- Outline 2-3 specific questions for the interviewer.

Where to focus:



What to **prioritize**:



RISKS:



NEXT 20 MINS: QUESTION PREPARATION

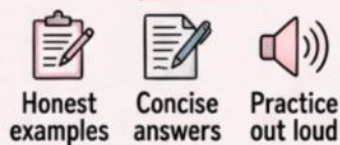


- Prepare a STAR method answer (Situation, Task, Action, Result) for common questions (e.g., 'Tell me about yourself').
- Review 15 common interview questions and outline brief responses
- Be ready to discuss weaknesses honestly and turn them into strengths.

Where to focus:



What to **prioritize**:



RISKS:



LAST 20 MINS: MENTAL & LOGISTICAL READY

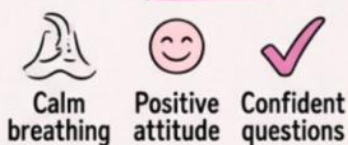


- Check technical requirements for virtual interviews (camera, mic, software).
- Prepare your professional attire.
- Relax and clear your mind.
- Plan your questions to ask, including logistics about next
- Set up a clean, professional background.

Where to focus:



What to **prioritize**:



RISKS:



8 MOST COMMON JOB INTERVIEW QUESTIONS CHEAT SHEET

FOR THE CANDIDATE TO PREPARE

1. Tell me about **yourself**.

Focus on your professional journey, key skills, and career goals. Keep it concise and relevant to the role.

3. What are your **greatest strengths**?

Highlight 2-3 strengths backed by specific examples. Relate them to the job requirements.

5. What are your **greatest weaknesses**?

Choose a real weakness, but show how you are actively working to improve it.

7. Where do you see yourself **in 5 years**?

Demonstrate ambition and commitment to the field. Show your long-term career path aligns with the company.

2. Why do you want to **work for us**?

Show you've researched the company. Mention their mission, values, products, or culture and why it resonates with you.

4. Describe a **difficult situation** and **how you overcame it**.

Use the STAR method (Situation, Task, Action, Result). Focus on your positive actions and the outcome.

6. Why should we **hire you**?

Summarize your top skills, experience, and unique value proposition. Explain why you're the best fit.

8. Do you have any **questions for us**?

Always ask insightful questions about the team, role, company culture, or next steps.





JOB INTERVIEW



CHEAT SHEET

1. Describe a time when you went **above and beyond** at work.

Highlight your dedication and willingness to exceed expectations. Use a specific example that shows your initiative, extra effort, and the positive outcomes of your actions.

2. Tell me about a time when you had to work with a **difficult customer**.

Share an example where you successfully managed a challenging customer relationship. Focus on your communication skills, empathy, and problem-solving abilities, and highlight the positive outcome of your efforts.

3. How do you **handle constructive criticism**?

Show that you're open to feedback and see it as an opportunity for growth. Provide an example of a time you received constructive criticism, how you responded, and the improvements you made as a result.

4. Tell me about a time you worked through a **challenging situation**.

Use the STAR method (Situation, Task, Action, Result) to structure your response. Choose a relevant example that shows your problem-solving skills and resilience.

5. How do you **prioritize your work**?

Describe your approach to time management and prioritization. Mention tools and methods you use, such as to-do lists, project management software, or the Eisenhower Matrix, and provide examples of how you've successfully managed multiple tasks or projects.

6. Why did you **leave your previous job**?

Stay positive and professional. Focus on your desire for new challenges, growth opportunities, or alignment with your career goals. Avoid negative comments about your current or previous employers.

7. What would you do if you were given a **task you've never done before**?

Show your resourcefulness and willingness to learn. Explain your approach to tackling unfamiliar tasks, such as researching, seeking guidance from colleagues, and breaking the task into manageable steps.

8. How do you **handle working in a fast-paced environment**?

Highlight your ability to thrive under pressure. Share examples of how you've successfully managed high workloads and tight deadlines, focusing on your time management, prioritization, and adaptability.

9. Can you give an example of how you've **improved processes at work**?

Use the STAR method to outline a specific situation where you identified inefficiencies and implemented changes. Focus on the positive impact of your actions, such as time saved, increased productivity, or cost reduction.

10. Describe a time you **made a mistake at work** and how you **handled it**.

Be honest and show humility. Choose a genuine failure and focus on what you learned from the experience and how you applied those lessons to improve and prevent future failures.

11. Tell me about a time when you had to **adapt to a significant change at work**.

Use the STAR method to discuss a specific time when you adapted to change. Highlight your flexibility, positive attitude, and the steps you took to adjust and support your team during the transition.

12. What are your **salary expectations**?

Do your research and provide a range based on your experience and skills. Emphasize your flexibility and openness to discuss compensation in the context of the overall benefits package.



HOW TO ANSWER DIFFICULT INTERVIEW QUESTIONS



CHEAT SHEET

1. What is your biggest weakness?

Key Takeaways/Actionable Tips:

- Use the 'Weakness + Improvement Plan' framework. Frame a real, relevant weakness as an opportunity for growth and show specific steps you've taken to address it.

2. Tell me about a time you failed.

Key Takeaways/Actionable Tips:

- Emphasize resilience, adaptability, and lessons learned. Choose an ethical failure, not a process failure.

3. Why are you the right fit?

Key Takeaways/Actionable Tips:

- Quantify your value. Use specific examples of your accomplishments to demonstrate how you can solve their problems.

4. Describe a conflict with a coworker.

Key Takeaways/Actionable Tips:

- Use the STAR method to describe how you diffused the situation and learned from it. Focus on communication and teamwork.

5. How do you handle pressure?

Key Takeaways/Actionable Tips:

- Give a past example of managing multiple priorities, deadlines, and unexpected challenges. Discuss techniques like prioritization and time blocking.

6. What are your salary expectations?

Key Takeaways/Actionable Tips:

- Research industry standards. Provide a range, not a single number, and emphasize flexibility and non-monetary benefits.

7. Where do you see yourself in five years?

Key Takeaways/Actionable Tips:

- Align your answer with the company's growth. Discuss career aspirations and show how this role is a crucial step.

8. Tell me about a time you went above and beyond.

Key Takeaways/Actionable Tips:

- Share a specific instance that required extra initiative, dedication, and positive results for the organization.

9. How do you handle constructive criticism?

Key Takeaways/Actionable Tips:

- Demonstrate open-mindedness and growth mindset. Share an experience where you applied feedback to improve your work.

10. Describe a complex decision you made.

Key Takeaways/Actionable Tips:

- Highlight analytical thinking and problem-solving skills. Use the STAR method to outline your process, stakeholders, and positive outcome.

11. Tell me about a time you had to adapt to change.

Key Takeaways/Actionable Tips:

- Show flexibility, positive attitude, and support for your. Describe how you quickly adjusted and found success.

12. What motivates you in your career?

Key Takeaways/Actionable Tips:

- Connect your personal drivers (e.g., learning, impact) to the potential role and company mission. Be authentic.

