

# NAILING COMMON INTERVIEW QUESTIONS

The Talent Place

Career Coaching & Outplacement



## ABC Interview Checklist

**Authenticity:** Be yourself—genuine candidates earn trust and leave lasting impressions.

**Body Language:** Use confident posture, steady eye contact and expressive gestures

**Confidence:** Speak clearly and with conviction. Trust your experience and strengths.

**Dress:** Dress to match the company culture. Always lean toward polished and professional.

**Energy:** Positive energy is memorable—show enthusiasm for the role and the business.

**Follow-Up:** Send a personalised thank-you message within 24 hours to reinforce interest.

**Growth:** Discuss how this role fits into your goals for learning and development.

**Humility:** Own your areas for growth—self-awareness is highly valued.

**Initiative:** Share examples where you took proactive action to solve problems or lead change.

**Jargon-Free:** Speak clearly and simply. Avoid overloading responses with technical terms.

**Knowledge:** Demonstrate that you understand their mission, values and market context.

**Listen:** Active listening shows emotional intelligence and builds strong rapport.

**Motivation:** Explain what drives you and how it shapes your achievements and work ethic.

**Narrative:** Turn examples into compelling stories using structure and vivid detail.

**Optimism:** Stay positive—even when discussing challenges, setbacks or failure.

**Preparation:** Know the common questions, practise your responses, and refine delivery.

**Questions:** Ask thoughtful questions about the role, culture and future direction.

**Research:** Look into the company's recent projects, challenges and achievements.

**Strengths:** Highlight 2–3 key strengths with examples directly linked to the role.

**Timeliness:** Arrive early—punctuality signals reliability, respect and professionalism.

**Unique Value:** Articulate what sets you apart and how you'll contribute meaningfully.

**Vision:** Share your long-term goals and how they align with the company's mission.

**Weaknesses:** Be honest about improvement areas and show active development.

**Examples:** Use Situation, Task, Action, Result (STAR) to bring structure and clarity.

**Yes:** Respond with openness and build on ideas to show collaborative spirit.

**Zeal:** Show your passion for the role, the team and the industry—enthusiasm is magnetic.



This cheat sheet was inspired by Justin Wright - [LinkedIn.com/in/jwmba](https://www.linkedin.com/in/jwmba)