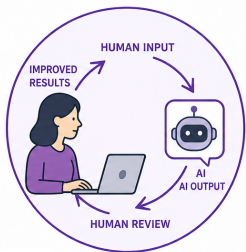


For Client Use



Remember: A Key Risk of using AI for interview preparation is losing one's authentic professional voice.

Always conduct a 'Human-in-the-Loop evaluation' which is a critical review process for auditing AI-generated content for interviews.

Note: To prevent the information, you input into AI tools from being saved and used to train new AI models, you must use 'Temporary Chat' mode in your preferred AI chat app. It often appears as a button in the top right corner when starting a new chat window.

Step 1

Find a detailed job posting on a website such as Indeed, LinkedIn, or an employer's website that closely matches the position you are preparing to interview for.

Step 2

Provide AI with your resume or write down key information about your relevant experience, education, skills, and accomplishments. This gives AI the context needed to create interview questions that reflect both the position and your background.

Step 3

Ask AI to generate realistic interview questions for the position and use them to practice developing your responses. You can also ask AI to provide follow-up questions or identify areas where an interviewer may want more detail.

Step 4

Critically evaluate AI's suggestions. Make sure your responses are accurate, authentic, and based on your actual experiences. Avoid memorizing AI-generated answers word-for-word; instead, use AI to help strengthen how you communicate your own examples, skills, and accomplishments.

Useful AI Prompts

- Analyze this job post (paste the job posting) and identify 10 employability skills that an interviewer could need me to provide a proof story for during the interview.
- Based on this background about me (paste current resume sections) and this job posting (paste job posting) that I would like to apply to, ask me 10 interview questions that I can practice answering. Afterwards provide feedback.
- Act as the hiring manager. Ask me 3 behavioral questions based on my resume (paste current resume sections). After I answer, evaluate my response using the STAR method, point out missing structural elements, and suggest how to be more concise.