

Interview Prep Guide: Questions + Answers + Confidence Tips

STEP 1: Understand the Interview Format

Before anything else, gather details about the interview:

Ask yourself (or the recruiter):

- Is it in-person, phone, or video?
 - Who will I be speaking with (HR, hiring manager, panel)?
 - How long is it expected to last?
 - Will there be case studies, technical assessments, or task-based evaluations?
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STEP 2: Research the Company and Role

Instructions:

1. Visit the company website and review their mission, values, leadership, and recent news.
2. Check LinkedIn for company posts, employee profiles, and culture insights.
3. Review the job description in detail — note keywords and repeat phrases.

Open-ended questions to ask yourself:

- What excites me about this company or team?
 - Which values or parts of their mission align with my own?
 - What pain point might they be trying to solve with this role?
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STEP 3: Prepare STAR Stories

The **STAR method** is key for behavioral interviews:

- **Situation** – Briefly describe the context.
- **Task** – What was the goal or problem?
- **Action** – What did *you* do specifically?

- **Result** – What was the outcome or impact?

Instructions:

- Choose 3–5 impactful examples from work, volunteering, or school.
- Write each out using STAR structure.
- Practice saying them out loud naturally.

Open-ended prompts to build your stories:


- Tell me about a time you overcame a challenge.
- Give an example of when you worked on a team.
- When have you had to learn something quickly?
- Describe a time you failed or made a mistake — what did you do?


STEP 4: Practice Common Interview Questions

Here are **categories with examples + sample answers** to practice:


GENERAL QUESTIONS

1. Tell me about yourself.


 Keep it to a 60-90 second summary of your background, key accomplishments, and why you're excited about *this* role.

 *"I've spent the last five years working in project management, leading cross-functional teams to deliver multi-million dollar initiatives. What excites me about this opportunity is the chance to combine that experience with a mission-driven company that values innovation and collaboration."*

2. Why do you want to work here?

 *"I admire your commitment to community impact and innovation. I've followed your recent product launches and I'm excited by the opportunity to contribute to a team that's leading the industry forward."*

3. Why are you leaving your current position?

 *"I'm looking for a role that offers more growth, challenge, and alignment with my long-term goals, especially in [specific area like leadership, innovation, or mission alignment]."*

ROLE-SPECIFIC QUESTIONS

4. What makes you a good fit for this role?


- Highlight 2–3 top strengths aligned with the job posting.
- Include a quick example.

5. Walk me through your resume.


- Don't just list jobs — explain your *career story* and the logic behind each move.
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BEHAVIORAL QUESTIONS

6. Tell me about a time you had a conflict at work. How did you handle it?

 *"In a past role, a teammate and I had differing priorities. I initiated a 1:1 conversation to clarify goals and found a way to align our tasks. It improved communication and helped us deliver the project on time."*

7. Describe a time you went above and beyond.

 *"During a system migration, I volunteered to create training materials for the team. This not only sped up adoption but helped new hires onboard faster."*

STEP 5: Prepare to Ask Smart Questions

Hiring managers love when candidates ask thoughtful questions.

Ask about:

- Team dynamics: "Can you describe the team I'd be working with?"
- Success: "What does success look like in this role in the first 6 months?"
- Growth: "What opportunities for learning and advancement are available?"
- Culture: "How would you describe the company's approach to work-life balance?"

💡 STEP 6: Build Interview Confidence

🔒 Confidence Tips:

- **Practice out loud.** Rehearse answers, especially to the first 3 questions.
- **Dress the part.** Wear what makes you feel strong and professional.
- **Breathe.** Deep breathing before and during helps regulate nerves.
- **Reframe nerves as excitement.** It's your body preparing you for performance.
- **Smile and pause.** It's okay to take 1–2 seconds to think.
- **End strong.** Reaffirm your interest at the end:
“Thank you for your time — I’m genuinely excited about this role and confident I can bring value to your team.”

💭 STEP 7: Reflect After the Interview

Open-ended questions to ask yourself:

- What felt strong or natural during the interview?
- Where did I stumble or get caught off guard?
- What did I learn about the company or myself?
- What should I follow up on?

Follow-up:

Send a thank you email within 24 hours, reaffirming your interest and appreciation.

📋 BONUS: Pre-Interview Prep Checklist

- ✓ Resume printed or digitally ready
- ✓ LinkedIn profile updated
- ✓ STAR stories practiced
- ✓ Company research complete
- ✓ Questions prepared to ask
- ✓ Location confirmed / tech checked (Zoom, camera, mic)

✓ Outfit chosen

✓ Thank you email template ready