



PREPARE
BELIEVE
PERFORM
SUCCEED

IN THIS GUIDE

- ✓ Why preparation is key
- ✓ Steps to prepare effectively
- ✓ What to bring
- ✓ Mindset and confidence tips
- ✓ Checklist for success

1. INTERVIEW PREPARATION

PREPARE WITH CONFIDENCE.
PERFORM AT YOUR BEST.

Good preparation helps you feel confident,
answer questions clearly and make a great
impression. Preparation is the key to success. 



WHY PREPARATION MATTERS

- ✓ Helps you feel confident
- ✓ Reduces nerves and anxiety
- ✓ Helps you give better answers
- ✓ Shows the employer you're serious
- ✓ Increases your chances of success

Well prepared = well presented



STEPS TO PREPARE EFFECTIVELY

- 1 Research the employer and role
- 2 Understand the job description
- 3 Review your CV and experience
- 4 Think about likely questions
- 5 Prepare your answers (use STAR)
- 6 Plan questions to ask the employer
- 7 Plan your journey and timings
- 8 Get a good night's sleep



RESEARCH THE EMPLOYER

- ✓ Visit their website
- ✓ Read recent news or press releases
- ✓ Check their social media
- ✓ Understand their values and culture
- ✓ Find out about their products/services

The more you know, the better
you can tailor your answers.



REVIEW YOUR EXPERIENCE

-  Look at your CV – be ready to talk about your key achievements.
-  Think of examples that show your skills and strengths.
-  Be ready to explain any gaps in your employment.



PREPARE FOR COMMON QUESTIONS

Practise answers to common questions such as:

- Tell me about yourself
- What are your strengths?
- What are your weaknesses?
- Why do you want this job?
- Where do you see yourself in 5 years?

Use clear examples in your answers.



WHAT TO BRING

- ✓ Copies of your CV
- ✓ Notepad and pen
- ✓ List of questions to ask
- ✓ Any required documents
- ✓ Positive attitude and confidence!

Being prepared shows professionalism.



MINDSET AND CONFIDENCE TIPS

- ✓ Believe in yourself and your abilities
- ✓ Focus on your achievements
- ✓ Stay positive and calm
- ✓ Smile, make eye contact and listen
- ✓ Take a deep breath and enjoy the opportunity

Confidence comes from preparation.
You've got this! 



INTERVIEW PREPARATION CHECKLIST

- | | |
|---|--|
| ☐ Research the employer | ☐ Plan my journey and timings |
| ☐ Understand the job description | ☐ Gather everything I need |
| ☐ Review my CV and achievements | ☐ Get a good night's sleep |
| ☐ Prepare answers using STAR | ☐ Stay positive and confident |
| ☐ Prepare questions to ask | ☐ I'm ready to succeed! |



TOP TIP

The more you prepare, the more confident you'll feel.
Preparation turns nerves into confidence and helps you shine. 