



# Mastering the Job Interview: A Complete Guide

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## Section 1: Preparing for the Interview

A successful interview starts long before you enter the room (or log into the virtual call). Here's how to prepare effectively:

### 1.1 Research the Company

- Visit the company's website and review their mission, values, and recent news.
  - Look up the company's profile on LinkedIn and Glassdoor for insights.
  - Understand the job description and how your skills align with it.
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### 1.2 Know the Common Interview Questions

Be ready to answer these popular questions:

- "Tell me about yourself."
  - "Why do you want to work here?"
  - "What are your strengths and weaknesses?"
  - "Describe a time you faced a challenge at work and how you handled it."
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### 1.3 Prepare Your Own Questions

Asking insightful questions shows you're serious about the role. Consider:

- "What does success look like in this position?"
  - "How do you see this role evolving over the next few years?"
  - "What are the biggest challenges facing your team right now?"
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## Section 2: Acing the Interview

You have to show them the very best of you in the short time they have to interview you. You never get a second chance to make a first impression.

### 2.1 Dress and Act Professionally

- Wear appropriate attire that matches the company culture.
  - Maintain good posture and eye contact.
  - Offer a firm handshake (if in-person) and smile confidently.
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### 2.2 Master the STAR Method

For behavioural questions, use the STAR approach:

- Situation: Describe the context of your experience.
  - Task: Explain your responsibility.
  - Action: Detail the steps you took.
  - Result: Share the outcome with measurable impact.
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### 2.3 Handling Difficult Questions

If you're unsure how to answer a question:

- Take a deep breath and pause before responding.
  - If needed, ask for clarification or restate the question to buy time.
  - Stay honest but focus on how you're improving in weak areas.
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### 2.4 Ending positively

Before you end the interview, consider asking

- "I won't get another chance to speak with you before you make a decision, so just wanted to ask if there was anything else I can tell you, or anything you wanted to ask before I go"?



· SARAH BRYER ·

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& Boost Your Confidence

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## Section 3: Post-Interview Success

### 3.1 Send a Thank-You Email

- Express gratitude and reiterate your enthusiasm for the role.
- Mention a key moment from the interview.
- Keep it short and professional.

### 3.2 Follow Up Professionally

- If you don't hear back within a few days, send a polite follow-up email.
- Reaffirm your interest and ask about the timeline.

### 3.3 Learn from the Experience

- Reflect on what went well and what could be improved.
- If rejected, ask for feedback to improve for the next interview.

## To get further support:

To get further support on the above including:

- **Creating an impactful CV**
- **Interview Prep**
- **Networking**
- **Negotiating**
- **First 90 Days**

**Book a free call here:** <https://calendly.com/intro-vert/free30min>

