

SHORT 1 · PREPARE

Preparation wins interviews

Do this before the day

Before the Interview



Research the company

What they do, their products



Re-read the job post

Know the skills they want



Practice answers

Say them out loud



Test your setup

Camera, mic, internet (online)

Answer With STAR



Situation

Where and when it happened



Task

What you had to do



Action

What YOU did



Result

What changed because of you



REMEMBER

Prepared people feel confident

NEXT SHORT

What to do in the interview

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SHORT 2 · DO THIS

Do these in every interview

Small things, big impact

Do This



Be early

Arrive or join 10 minutes early



Dress neatly

Clean and professional



Smile & eye contact

Show you are confident



Listen fully

Then answer clearly



Ask questions

About the team and the work



REMEMBER

Be early, be calm, be curious

NEXT SHORT

Mistakes to avoid

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SHORT 3 · AVOID THIS

Avoid these mistakes

They cost people the job

Avoid This



Being late
Without a message first



Speaking badly
About past bosses or companies



Lying about skills
It will be tested



Distractions
Phone ringing, noisy room

Don't Know an Answer?



Say so honestly, then explain how you would find it. Honesty builds trust.



REMEMBER

Honest and calm beats perfect

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After the interview

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SHORT 4 · AFTER THE INTERVIEW

The interview isn't over yet

What to do next

After the Interview



Thank-you email

Within 24 hours



Write notes

What went well, what to improve



Follow up

After about a week



Keep applying

Don't wait for one answer

Rejected? Keep Going



Every interview is practice. Ask for feedback, improve, and try again.





REMEMBER

Every interview makes you better

NEXT TOPIC

Topic 13: Free learning resources

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