

## Interview Preparation Templates

### 1. Common Interview Questions & Sample Answers

#### Template:

Question: Tell me about yourself.

Sample Answer: “I’m an experienced [role/sector] professional with a background in [key skills]. Over the past [X years], I’ve worked on [specific achievements]. I’m now looking to bring my expertise in [skill/sector] to a company where I can contribute to growth and innovation.”

Question: What are your strengths?

Sample Answer: “I’m highly skilled in [specific technical or soft skill]. For example, in my last role I [give achievement]. This strength helps me deliver consistent results and build strong client relationships.”

Question: What is your biggest weakness?

Sample Answer: “I can be detail-oriented to the point of spending extra time on tasks. To manage this, I use structured planning tools to balance accuracy with efficiency.”

Question: Why do you want to work here?

Sample Answer: “I admire [company’s values/achievements]. The role aligns with my skills in [specific area], and I’m excited about contributing to [specific project or goal].”

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### 2. STAR Method Guide (Situation, Task, Action, Result)

#### Template:

Situation: Describe the context.

Example: “In my previous role, our team faced a tight deadline to deliver a fire alarm installation project.”

Task: Explain your responsibility.

Example: “I was responsible for coordinating engineers and ensuring compliance with safety standards.”

Action: Detail the steps you took.

Example: “I created a phased schedule, delegated tasks, and introduced daily check-ins to monitor progress.”

Result: Share the outcome.

Example: “We completed the project two days ahead of schedule, passed all compliance checks, and secured repeat business from the client.”

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### 3. Interview Checklist

#### Template:

##### Documents to Bring:

- Printed copies of your CV (2–3 copies)
- Certificates or portfolio (if relevant)
- Photo ID

##### Dress Code:

- Business professional attire (suit/jacket, polished shoes)
- Sector-appropriate adjustments (smart casual for creative roles, PPE awareness for site visits)

##### Research Tips:

- Review the company’s website, mission, and recent news
- Prepare 2–3 questions to ask the interviewer
- Know the job description inside out

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### 4. Virtual Interview Tips

#### Template:

##### Lighting:

- Sit facing natural light or use a desk lamp to avoid shadows

## Background:

- Neutral, tidy background (plain wall or professional setting)
- Avoid distractions (no clutter, no movement behind you)

## Tech Setup:

- Test microphone, camera, and internet connection beforehand
- Log in 10 minutes early to check platform access
- Keep phone on silent and notifications off

## Presentation:

- Maintain eye contact by looking at the camera
- Sit upright, avoid fidgeting, and smile naturally