# **Podsheet**

# Top tips for interviews

# Interviews are moments to share our experiences, insights, and ideas.

The more clear and confident you feel, the better you'll come across and the more useful the conversation will be for both you and the interviewer.

Thinking about the before, during and after of an interview will help you to learn the most from the experience.

# **Coach yourself question**

What three words would I use to describe how I'd like to show up at an interview?



# **Ideas for action**

# **Getting ready**



# 1. Do your research

Make sure you understand trends, what's going on in the industry, and have a point of view that you can share.

### 2. Practice your answers

Write down your responses to common interview questions

- **Use <u>ChatGPT</u>** to explore questions for the industry, company or role you're interviewing for
- Use <u>Yoodli</u> to practice your interview skills with AI and get live feedback

### 3. Think about thoughtful questions

Unique questions can make you memorable. What would you like to learn more about? Have some quick questions ready to go.

# 4. Work out your watch-outs

Nervousness might result in you talking too fast, too much or being a bit fidgety. Knowing your watchouts in advance means you can focus on doing something different in the conversation.

### In the moment



#### 1. Listen with intent

Have a notebook with you and as you're listening to questions, scribble down key words that you might want to refer back to.

## 2. Pause before responding

Take your time when answering questions. Give your brain a moment to get clarity. Ask yourself: 'What's my best example?' or, 'What's the thing that I really want to say?'

### 3. Use the mirroring technique

Mirroring creates connection by adapting your approach to match somebody else's. This could be matching the other person's behaviours, pace or words.

#### 4. Have a story, a stat and a so-what

This framework can help you when structuring your answers.

Story: Share what you've achieved Stat: Use data to illustrate So-what: Discuss the impact.

# After you finish



#### 1. Use 30-minutes for reflection after your interview

Ask yourself:



What am I proud of?

Which of their questions surprised me?

What did I learn?

What are my even-better-ifs for next time?

### 2. Stay in touch

Get in touch with the people that have been part of the process to thank them for their time.

Send any relevant links inspired by your conversation that they may find useful.

Remember, the best thing that you can come away with, other than the job itself, is a connection that can help you in your squiggly career. Reach out on LinkedIn to see if they would be happy to stay connected there

# **Recommended resources**



Talks to watch before a job <u>interview</u> Playlist by TED



Why You?: 101 **Interview Questions** You'll Never Fear Again James Reed



Helen and Sarah share helpful tools to support your career development on episode #331 of Squiggly Careers.

