

Interview preparation

Research the role. Choose real examples. Keep your notes brief.

Company and role

Date, time zone, interviewer, and location or meeting link

Three key requirements and your evidence

Example: customer support -> resolved a difficult complaint; explain what you did.

What have you learned about the company and team?

Note the source and anything you want to clarify.

Why this role? Why this company?

Your short introduction

Connect your relevant experience, strengths, and reason for applying.

Examples and questions

Use your own experience. Do not invent results or achievements.

Situation: what was happening?

Task: what were you responsible for?

Action: what did you personally do?

Result: what changed, and what did you learn?

Questions to ask the interviewer

Example: What would success in the first three months look like?

Practical checks before the interview

Check the time zone, route or video setup, documents, and contact details.

After the interview: notes, next action, and follow-up date