

Job Interview Cheat Sheet

Tell me about yourself.

- Share your work journey, mentioning the explicit experience you have that would help with this job.
- Tell them about your passions and hobbies and what skills they developed.
- Aim to keep this under 2-3 minutes.

Why do you want to work for this company?

- Show you have done your research and mention things you really like.
- Relate it to the position and how you align with it.
- Be passionate and excited.

What is the hardest problem you have tackled?

- Explain the problem and its importance.
- Discuss how you approached the problem despite the difficulty.
- Explain clearly how you solved the problem and the impact that made.

How do you deal with pressure or stressful situations?

- Share an instance when you remained calm despite the turmoil.
- Discuss how it has been a continuous journey of improvement and talk about how you have learned with every new experience.

What are the main strengths you will bring to us?

- Discuss your main strengths in relation to the role.
- Talk about any experience and how these strengths developed over time.
- Share how you think these strengths will directly benefit the company.

What are your weaknesses and how would you improve them?

- Share actual weaknesses, not “I work too hard.”
- Ensure the weakness is not a core skill for the role.
- Show them the action steps you have in place to improve this weakness.



Job Interview Cheat Sheet

Describe a situation where you had to handle multiple priorities. How did you manage your time?

- Describe how you were organized and prepared.
- Discuss what techniques you used to multitask.
- Use a specific example and discuss the impact of the result.

Tell me about a time you couldn't meet a deadline and how you decided to handle it.

- Discuss honestly how things didn't go as expected.
- Share how you reflected on the situation and learned a lesson.
- Explain how you would have handled it with this new knowledge.

What sets you apart from other candidates?

- Talk about your top strengths and ensure you relate them back to the role.
- Discuss any unique strengths and how you built them.
- Bring in your extensive research about the company.

Share an example of when you were working with someone who is difficult. How did you handle working with them?

- Explain how you communicated very clearly with them to ensure nothing was missed.
- Share that you went in with empathy as you never know what others are going through.
- Discuss the common ground you reached and what you learned from it.

Do you have any questions for us?

- Use this time wisely. It's a great way to show your research on the company.
- Select 3-5 very precise and important questions.
- Ask your questions politely and with respect.
- Have a few more questions than you think you will need.

Modified from Chris Donnelly
<https://chris-donnelly.co.uk/>