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# JOB INTERVIEW CHEAT SHEET

**PREPARE SMART. ANSWER CONFIDENTLY. GET HIRED.**

A step-by-step guide to help you prepare, impress, and stand out in any job interview.

## 1 PRE-INTERVIEW CHECKLIST

- ✅ **Research the Company**
  - Read their About page & LinkedIn.
  - Check their mission, products/services, and values.
- ✅ **Check Recent News**
  - Look for press releases, blogs, or updates.
- ✅ **Know Values & Leaders**
  - Understand their culture and key leaders.

## 2 UNDERST AND THE ROLE

- ✅ **Study the Job Description**
  - Identify key responsibilities and requirements.
- ✅ **Highlight Key Skills**
  - Note the must-have skills and match with yours.
- ✅ **Match with Your Experience**
  - Connect your past work to their needs.

## 3 PREPARE YOUR STORIES

- ✅ **Pick 3 Achievements**
  - Choose your top 3 professional achievements.
- ✅ **Use STAR Format**
  - Situation, Task, Action, Result.
- ✅ **Include Numbers / Results** ← Impact speaks louder!
  - Use metrics to show your impact.

| Situation | Task | Action | Result |
|---|---|---|---|
| Describe the background & challenge. | Explain your responsibility. | Share thesteps you took. | Highlight the outcome with numbers. |

### Example: STAR Story

**Situation:** Our team was missing deadlines.
**Task:** I was asked to streamline the workflow.
**Action:** I analyzed the process, removed bottlenecks, and implemented a new tracking system.
**Result:** We improved on-time delivery by 35% and saved 10+ hours per week.

**35% Improvement**

## 4 PRACTICE & PREPARE

- ✅ Practice common questions out loud.
- ✅ Mock interviews with a friend or mentor.
- ✅ Record yourself and improve.
- ✅ Prepare 3–5 thoughtful questions to ask.
- ✅ Plan your outfit, commute, and documents.

## ❓ COMMON INTERVIEW QUESTIONS

- Tell me about yourself.
- What are your strengths?
- What are your weaknesses?
- Why do you want to work here?
- Why should we hire you?
- Describe a challenge you faced and how you handled it.
- Where do you see yourself in 5 years?
- Do you have any questions for us?

## 💡 TIPS TO IMPRESS

- ✓ Be confident, honest & positive.
- ✓ Listen carefully and answer clearly.
- ✓ Use examples, not just statements.
- ✓ Stay calm, smile, and maintain eye contact.
- ✓ Show enthusiasm for the role and company.
- ✓ Thank them at the end.

## 💼 WHAT TO BRING

- ✓ Multiple copies of your resume
- ✓ Portfolio (if applicable)
- ✓ Notepad & pen
- ✓ List of questions
- ✓ ID & other necessary documents

## 🚫 WHAT NOT TO DO

- ✗ Don't speak negatively about past employers.
- ✗ Don't lie or exaggerate.
- ✗ Don't interrupt the interviewer.
- ✗ Don't check your phone.
- ✗ Don't forget to follow up.

## 🏆 EXPECTED RESULTS

- ✓ Stronger preparation = More confidence
- ✓ Clear answers = Better impact
- ✓ Showcasing results = More chances of selection
- ✓ You stand out from other candidates

**PREPARE TODAY. SUCCEED TOMORROW!**

Book your consultation:
www.yvesvantageconsulting.com/contact

Yves Vantage Consulting offers virtual interview coaching, career coaching, and resume writing services across Canada.

## ⭐ BONUS: AFTER THE INTERVIEW

✉️ Send a thank-you email within 24 hours. 🗣️ Reiterate your interest and key strengths. 🤝 Keep the door open for future opportunities!

**Preparation Today Leads to Tomorrow's Opportunities. Believe in Yourself. You've Got This! ✨**