

Articles of General Interest

## How to prepare for an awesome interview

Have you got an interview coming up? Wonderful – to improve your chances of success, check out my top tips below:

### 1. Write down three words to describe how you want your interviewees to experience you.

For example, clear, astute, warm etc. Make sure that the qualities you choose feel possible, i.e., don't choose 'charismatic' if you cannot imagine being described in that way!

- Focus on the qualities and write down how you can express those.
- Visualise the interview; imagine it going well, how you demonstrate the qualities etc.
- After visualising, note anything that seems missing, e.g. an informed opinion about a key topic, etc.

### 2. Note the interviewer's probable criteria for a candidate and areas of interest.

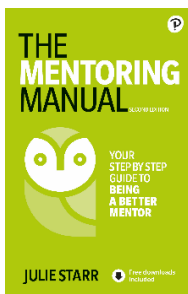
For example, change management skills as criteria means that they are going to ask for evidence of that. Then prepare your positive responses NB: To make sure that remember these ideas under pressure write down a few bullet points/notes before the interview.

That way

- You know that you've got good examples.
- You know that you have prepared.
- You can stay relaxed during the conversation.

### 3. Practice your style and responses with someone else.

Try out some typical questions and answers, with someone that you know, like and trust. Ask them how to improve, and generally get super comfortable. I promise the discomfort will be worth it! Even if you don't get the identical questions on the day because you have run through the potential scenario, you will orientate to the situation much more confidently. Things will feel familiar, and your responses will flow more smoothly because of that familiarity. Good luck!



#### About Julie Starr

Julie Starr's *The Mentoring Manual* has clear principles, tips, and free supporting downloads to enable managers and leaders to build effective mentoring relationships. Her other books, *The Coaching Manual* and *Brilliant Coaching* build coaching ability through simple principles and practical approaches. Julie is the founder of Starr Coaching, a leading provider of leadership and management development.

Find out more at [www.starrcoaching.co.uk](http://www.starrcoaching.co.uk) and [www.LearnStarr.com](http://www.LearnStarr.com)

