

Interview preparation sheet

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Fill this in the night before. Twenty minutes with a pen beats two hours of worrying.

1. The three things they must remember about you

1. _____ 2. _____ 3. _____

Work all three into your answers, whatever they ask.

2. The questions that come up nearly every time

- Tell me about yourself. [Two minutes: what you do, what you have done, why you are here.]
- Why do you want this job? [Say something specific about them.]
- Why are you leaving? [Short, and never negative about anybody.]
- Tell me about a time something went wrong. [Use STAR, below.]
- What are you not good at? [A real one, and what you do about it.]
- Where do you see yourself in three years? [Something that includes them.]

3. STAR, for the "tell me about a time" questions

Situation: where and when. Task: what had to happen. Action: what YOU did. Result: how it ended, with a number if you have one.

Write two stories out in full and you can bend them to fit most questions:

Story one: _____

Story two: _____

4. Three questions to ask them

- What does good look like in this role after three months?
- What is the thing that goes wrong most often here?
- Why is the role open?

Never ask nothing. It reads as not caring.

5. The practical checks

- Address, and how you are getting there. Add twenty minutes.
- Name of the person you are meeting, and how to say it.
- Documents: right to work, licences, cards, certificates.
- Clothes ready the night before.
- A copy of your CV and the advert, printed.

6. Afterwards

Send a three line thank you the same day. Almost nobody does, and it costs nothing.