

# The Ultimate Cheat Sheet On Interview Skills

## Prepare for an Interview

### Types of Interview

Interviews come in various forms, and you might encounter one or more of these in your job search:



#### Phone Interview

1



This step screens candidates before in-person interviews.

#### Video Interview

2



Popular with remote work, usually conducted via Zoom or Skype.

#### In-person Interview

3



Traditional face-to-face meeting with interviewers.

#### Group Interview

4



Interviews with multiple candidates to assess teamwork.



### Research the Company

Understand the company's mission, values, culture, and recent achievements to tailor your responses and show genuine interest.



### Match Your Skills to Job Requirements

Align your skills with the job description. Highlight relevant hard and soft skills using similar language and examples.



### Predict Commonly Asked Questions

Prepare your answers in advance helps you respond confidently and convincingly, increasing your chances of impressing your potential employer.



### Dress for Success

Dress appropriately for the company culture, choose comfortable clothing, and pay attention to details and personal hygiene.

## Master Interview Techniques

|                          |  |   |
|--------------------------|--|---|
| Active Listening         | This involves engaging fully, avoiding interruptions, clarifying points, and responding thoughtfully.                              | Example: Maintain eye contact and nod when the interviewer speaks, then ask, "So, <i>these values guide your team's daily operations?</i> " |
| Present Your Best Self   | To make a lasting impression in an interview, showcase confidence, authenticity, preparation, enthusiasm, and professionalism.     | Example: Share a real project you managed, highlighting your strategies and success.  |
| Use Body Language        | Harness the power of body language in interviews by maintaining good posture, making eye contact, and using open gestures.         | Example: Sit upright, lean slightly forward, and maintain steady eye contact to show engagement and confidence.                             |
| Showcase Your Skills     | Use storytelling in interviews to highlight your skills with the Problem, Action, Result (PAR) technique.                          | Example: We had inefficiencies (Problem). I implemented a new workflow (Action), improving efficiency by 20% (Result).                      |
| Ask Insightful Questions | Asking thoughtful questions in an interview shows genuine interest, helps you understand the role better, and makes you memorable. | Example: "I saw the company plans to expand in the Asian market. How does this role contribute to that goal?"                               |

# Manage Challenging Interview Solutions



## Answer Tough Questions

Tough interview questions vary and can address weak spots, past failures, or complex problems; here are the steps to manage them:

- Stay calm and composed.
- Break down the question to understand it.
- Be honest or ask for clarification if needed.

# 250

*resumes for a job opening result in only about 4 to 6 people being asked to come in for an interview."*



## Turn Weakness to Strengths

## Handle Salary Negotiations

Learn to manage salary negotiations with tact and confidence

- Research market rates.
- State a higher range.
- Highlight your values and discuss perks.



1 Acknowledged weakness.

2 Choose minor weaknesses

3 Share your improvement.

4 Show progress.

5 Be honest.

6 Commit to growth

# Master Interview Techniques

## Send a Thank You Note

You've just finished your interview, but the job isn't yours yet. Following up shows that you're serious about the job and gives you another chance to make a good impression.

\* Thank the Interviewer

\* Reaffirm your enthusiasm for the job.

\* Provide Contact Information

Recipients

Thank you for the opportunity, [Interviewer's Name]

Dear [Interviewer's Name],

I hope you are doing well. I am writing to express my appreciation for the opportunity to interview for the Project manager position.

I enjoyed our conversation and would like to make a valuable contribution to your team. In addition to my professional experience, I've recently obtained a PMP certification, which I forgot to mention during our discussion.

As we move forward, I look forward to hearing from you regarding the next steps in the hiring process. I'm genuinely excited about the prospect of joining your team and contributing to the continued success of your projects.

Best,  
[Your Name]  
[Your Contact Information]

Mention \* Relevant Points

Express \* eagerness for next steps

## Maintain Professionalism While Waiting

Q | Job hiring right now... →

- 01 Respect the timeline and avoid excessive follow-ups.
- 02 Follow the company on social media and respond promptly to communications.
- 03 Get ready for potential next steps and keep applying for other jobs.

## Assess Job Offer and Negotiate Salary

Look at salary, benefits, work-life balance, career growth, and culture.

Research average salaries, highlight your value, and be flexible.

Ensure the offer aligns with your goals and needs.





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Professional Development



### Career Development

Career  
Entrepreneurship  
Higher Education  
Job Hunting  
Personal Branding  
US Citizenship



### Compliance & Safety

Active Shooter  
Discrimination  
Drugs & Alcohol  
Harassment  
Safety  
Security



### Customer Service

Customer Care  
Customer Service Basics



### Diversity

Bias  
Diversity in HR  
Inclusion



### Google

Calendar  
Chrome  
Classroom  
Docs  
Drive  
Forms  
Gmail  
Sheets  
Slides



### HR

Hiring  
HR  
Talent Management



### Leadership

Leadership  
Management  
Project Management



### Microsoft

Access  
Excel  
OneDrive  
OneNote  
Outlook  
PowerPoint  
Teams  
Windows  
Word



### Sales & Marketing

Marketing  
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### Technology

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