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THE ULTIMATE INTERVIEW TOOLKIT

**Your complete guide
to nailing interviews.**

Interviewers want to see your potential and passion for the role. They love genuine excitement, strong communication skills and a willingness to learn.

Whether this is your first interview or you're building your question-answering skills, this toolkit will give you the confidence to ace whatever comes your way.



**READY TO SMASH
YOUR INTERVIEWS?
LET'S GO!**

HOW TO PREP FOR YOUR INTERVIEW

Getting prepared for your interview is literally 50% of the work.
Here's everything you need to do before you step into the interview room (or log into Zoom).

Research will be your best friend. Spend 30 minutes to an hour learning about the company. Check out their website, social media and recent news:

- Have they got any special projects on or recently completed something cool?
- What's the company culture like?
- Do their values align with yours?
- What products and services do they offer?
- What are other students saying about them? (read [reviews](#) from our student community)



TYPES OF INTERVIEWS

Interviews happen in all sorts of formats. It all depends on the employer and what needs you have, but these are the types of interviews you could come across.

FACE TO FACE

Traditional in-person chat at their office.

VIDEO CALL

Virtual meeting (Teams, Zoom, etc.)

PHONE

Voice-only conversation.

PANEL

Multiple interviewers at once.

ASSESSMENT CENTRES

Group day including tasks and final interview.

WHAT SHOULD YOU WEAR?

Always match the company's vibe. Big corporate companies = smart business attire. Creative start-ups = smart casual. When unsure, dress to impress (and comfortably!).

HOW TO ANSWER (AND ASK) QUESTIONS

Remember, interviews are conversations.

Here are five common questions and how to tackle them:

“Tell me about yourself!”

Keep it short. Mention what you’re currently studying, relevant hobbies or interests and what kind of person you are.

“Why do you want this role?”

This is where that research will come in handy. Talk about what attracted you (company values, learning opportunities, career goals). Be genuine about your enthusiasm and explain what you can bring to the job.

“What are your strengths?”

Pick two to three strengths that match the role and back each one up with a real example. Use the STAR method to structure your answer.

“What’s your biggest weakness?”

Be honest but smart about it. Choose something that won’t stop you doing the job, and always explain what you’re doing to improve. Don’t say “I don’t have any weaknesses”.

“Tell me about a challenge you overcame”

Use the STAR method here, too. Think about any school projects, hobbies or volunteering you’ve done. Focus on what you learned and how you grew from the experience.

COMMON INTERVIEW QUESTIONS »

WHAT'S THE **STAR METHOD**?

This handy method will help you structure your answers so you can best show off your best self. Here's how it works:

SITUATION

What happened?

TASK

What you needed to do

ACTION

What you actually did

RESULT

How you resolved the problem



EXAMPLE

“Melchi, tell us about a time you had to change your approach to a task?”

During my GCSEs, I struggled managing multiple subjects (Situation). I needed a revision method that wouldn't burn me out (Task). I created a color-coded timetable with specific time slots and scheduled breaks (Action). I passed all exams and improved five predicted grades (Result).

QUESTIONS TO ASK RECRUITERS

You'll be given an opportunity to ask some questions of your own, use that time! It's a great way to let employers know you're interested in the job.

- 💬 "What does a typical day look like?"
- 💬 "What training and support do you offer?"
- 💬 "What do you enjoy most about working here?"
- 💬 "What would success look like in this role?"
- 💬 "What are the next steps in the process?"
- 💬 "What excites you most about the company's future?"

[MORE QUESTIONS TO ASK RECRUITERS](#) »




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USING AI TO PREP FOR AN INTERVIEW

AI tools are super useful and so good for interview prep.
Think of them as your personal practice partner available 24/7.

WHICH TOOLS CAN I USE?

-  **ChatGPT**
Free [voice](#) practice and answer structuring
-  **Claude**
Great for refining answers and detailed feedback
-  **Perplexity**
Useful for company research

HOW TO USE AI PROPERLY?

-  Be specific about the role and company.
-  Ask for feedback on your answers.
-  Use it to research the company's recent projects.

**Remember, AI is a tool and not there to answer questions for you.
So make sure your answers come from you.**

HELPFUL PROMPTS:

“Give me 5 interview questions for a [role] and help me structure answers using STAR. Here's my experience:”

“Act as an interviewer for [company name] and ask me competency questions”

“Help me practice answering ‘tell me about yourself’ for a marketing internship”

HACKS TO ACE YOUR ASSESSMENT CENTRE

Assessment centres aren't there to trip you up. They're there for employers to gauge your skill set and figure out if you're the right person for the job. Here are our top tips:

BE A TEAM PLAYER

Listen, don't interrupt, be mindful of the brief, speak up!

CHANNEL YOUR NERVES

You're invited for a reason.
Take deep breaths.

ASK QUESTIONS

If you don't understand,
ask for help.

STAY POSITIVE

Bring enthusiasm
to each task.

GET INVOLVED

Chat to employees and
fellow students.

[ACE YOUR ASSESSMENT CENTRE »](#)

INTERVIEW DO'S AND DON'TS

Interview day can feel overwhelming, but it doesn't have to be. Here are Higherin's favourite interview do's and don'ts to help you walk into your interview with confidence.

DO...

- ✓ Research the company beforehand
- ✓ Arrive 10 minutes early (or log in 5 minutes early for virtual)
- ✓ Switch your phone to silent
- ✓ Ask questions
- ✓ Show enthusiasm for the role
- ✓ Listen actively to what they're saying

DON'T...

- ✗ Wing it. Prepare beforehand
- ✗ Badmouth previous employers or teachers
- ✗ Lie about your experience or skills
- ✗ Interrupt the interviewer
- ✗ Give one-word answers
- ✗ Forget to ask any questions

WHAT HAPPENS AFTERWARDS?

The interview doesn't end when you've left the room. Following up afterwards can really leave a good impression on the interviewer. Send a thank you email the day after. Here's an example:

Hi [INTERVIEWER'S NAME],

Thank you so much for taking the time to speak with me about the [ROLE] position yesterday. I really enjoyed learning more about the role and the company.

Please let me know if you need anything else.

Looking forward to hearing from you.

Kind regards,

[NAME]

If you've got the job, well done! Take the time to celebrate and start prepping for your first day and beyond.

If you didn't get the job, it's okay. Ask for feedback if possible and try to think of it as practice for the next opportunity.

Your dream career is out there.

READY TO ACE **YOUR** **INTERVIEW?**

You've got this.

Remember, they already think you're worth meeting. Be yourself.

We have loads more interview content. Click below for more.

[INTERVIEW TIPS AND TRICKS](#) »

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You've got this!

Melchi from The Higherin Team

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