SELF-STUDY GUIDE

Succeed at the job interview

This worksheet goes with the guide on motivista.se. Have an ad for a job you want in front of you. Read a step in the guide and then fill in the box that goes with it. Print it and fill it in by hand, or type in the PDF with the text tool in your PDF reader.

HOW TO USE THE WORKSHEET

1. Box 1 goes with step 1 of the guide: from job ad to questions.
2. Box 2 goes with step 2: your examples with STAR.
3. Box 3 goes with step 4: pay and your questions for the employer.
4. Finish with the checklist on the last page and practise out loud.

1 From job ad to questions

Underline qualities and skills in the ad. Turn each requirement into a question that starts with "Tell me about a time when …" and choose an example that answers it.

THE AD I AM APPLYING FOR	

REQUIREMENT IN THE AD	LIKELY QUESTION	MY EXAMPLE
Service-minded	*Tell me about a time when you helped an unhappy customer.*	*The customer in the shop who got the wrong item*

2 My examples with STAR

REMEMBER

Keep the situation and task short. Spend most of the time on what **you** did and finish with the result. Write only key words here, then practise telling the example out loud.

EXAMPLE A	
The question I am answering	
S – Situation	
T – Task	
A – Action	
R – Result	

EXAMPLE B	
The question I am answering	
S – Situation	
T – Task	
A – Action	
R – Result	

3 Pay and my questions

Usual pay for the job (Hitta yrken, trade union or SCB)	
My salary expectation	
How I justify it	
My questions for the employer	

BEFORE THE INTERVIEW

- [ ] I have turned the requirements in the ad into questions
- [ ] I have at least three STAR examples, one of them about a mistake
- [ ] I have practised my examples out loud
- [ ] I know what the job usually pays and have a salary expectation
- [ ] I have read up on the employer and asked my references
- [ ] I know my route or have tested the technology

WANT REAL HELP?

Do a practice interview with your own coach in Rusta och matcha

At Motivista you practise interviews and get feedback on your answers. Motivista is a provider of Rusta och matcha (Prepare and Match) on behalf of Arbetsförmedlingen (the Swedish Public Employment Service). Arbetsförmedlingen decides whether you can take part. If you are referred, you can choose Motivista as your provider.

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Sources: Arbetsförmedlingen, Jobbintervjun · Sackett et al., Journal of Applied Psychology (2022). The examples are written by Motivista.