

## Preparing for interviews

Preparing for an interview can involve researching the role, thinking of what questions you may be asked, and roleplaying the interview itself. AI tools could help you with understanding the job description, generating practice questions, and even getting some initial feedback on your answers.

### Example:

You've been invited for an interview to become a student union rep and you need to prepare.

**Clarifying the job description:** You start by reading the job description to understand the main responsibilities. You can use an AI tool to explain these tasks and give examples. Then, think about your own experiences that match the role.

You could move on to look at the skills needed for the student union rep role and again use an AI tool to provide you with some examples and map out examples of when you have used or developed these skills.

**Roleplaying with AI:** You now want to get a bit of interview practice in and ask the AI to take on the role of the interviewer. Providing the AI tool with some information about the role is helpful.

Hello, I'm preparing for an interview for a Student Union Representative position and would like your help as an interviewer. Please conduct a mock interview based on the following job description: [Include the Job Description Here]. Thank you

The tool comes back with a list of interview questions based on the job description you provided.

Sure, I'd be happy to help with that! Let's start the mock interview.

**Interviewer:** Thank you for coming in today. Let's begin with a few questions to understand your background and qualifications for the Student Union Representative position.

- Can you tell us about yourself and why you're interested in the Student Union Representative role?
- This position involves acting as a liaison between the student body and university administration. Can you provide an example of a time when you successfully mediated between two groups with differing viewpoints?

You choose a few and take time to think about your experiences and write answers to the questions. You can then even take the answers and ask the AI tool for some feedback and advice.

### Suggested tools:

Text generation tools e.g., Microsoft Copilot, ChatGPT, Google Gemini, Perplexity

Interview practice tools e.g. Google Interview Warmup

## Prompt suggestions:

What are some good ways to structure a response to an interview question?

Can you suggest some common questions that might be asked in a [job title position here] interview?

What kind of work or life experiences might involve the skills the job asks for?

I'm preparing for an interview for a [job title position here] and would like your help as an interviewer. Please conduct a mock interview based on the following job description: [Include the job description here]. Thank you

I'm preparing for an interview for a [job title position here] and would like your help as an interviewer. Please help me with some: [Include the job description here]. Thank you

Can you give me some feedback on my answer for this interview question, I want to be sure my answers are clear and make sense.

## Tips:

The more information you can provide about the role you are interviewing for the better the AI tool's outputs are likely to be. However, you can ask for general advice too on interview preparation.

When inputting any information remember to be sure not to include personal information.