



Interview Preparation Template for High-Demand Jobs in New Zealand

1. Job Role Overview

Job Title:

Industry:

Company Name:

Interview Date:

2. Research the Company

Company Background: (Note down the company's history, values, and culture.)

Key Products/Services: (List the main products or services they offer.)

Recent News or Achievements: (Highlight any recent developments or accolades.)

3. Understand the Job Description

Key Responsibilities: (List the main tasks and responsibilities mentioned in the job description.)

Required Skills and Qualifications: (Identify the skills and qualifications the employer is looking for.)

How Your Experience Aligns: (Write down how your experience and skills match the job requirements.)

4. Common Interview Questions

Tell me about yourself: (Prepare a brief, compelling summary of your background, experience, and why you're a good fit for the role.)

Why do you want to work here? (Explain your motivation for wanting to join the company, tying it back to your career goals and the company's mission.)

What are your strengths? (List your top strengths and how they are relevant to the job.)

What are your weaknesses? (Identify a genuine weakness and how you are working to improve it.)

Can you give an example of a time you solved a problem at work? (Prepare a STAR response: Situation, Task, Action, Result.)

Where do you see yourself in five years? (Discuss your career aspirations and how this role aligns with them.)

Why should we hire you? (Summarize why you're the best candidate, focusing on your unique qualifications and experience.)

5. Questions to Ask the Interviewer

What are the biggest challenges facing the team right now?

Can you describe the company culture?

What does success look like in this role?

What opportunities are there for professional development?

How does the company support work-life balance?

6. Prepare Your STAR Stories

Situation: (Briefly describe the context of the challenge or task.)

Task: (Explain what you were tasked with.)

Action: (Describe the specific actions you took to address the task.)

Result: (Share the outcomes, focusing on positive impacts and achievements.)

7. Logistics and Final Preparations

Interview Location/Platform: (Include address, parking info, or online meeting link.)

Interview Outfit: (Choose professional attire appropriate for the company culture.)

Documents to Bring: (List resume copies, portfolio, certificates, etc.)

Practice Runs: (Schedule mock interviews or practice your answers with a friend.)

8. Post-Interview Notes

Interviewer's Names and Titles: (Note down the names and positions of the people you met.)

Key Points Discussed: (Summarize the main topics covered during the interview.)

Follow-Up Actions: (Plan to send a thank-you email, and note any additional information requested.)

