



Interview Cheat Sheet

Your quick-fire guide to smashing your next interview—whether it's on the phone, on screen, or in person. Short, sharp, and Staffzilla-approved.

Prep Like a Pro

- Read the job description carefully
- Look up the company online (just 5 minutes helps)
- Think of 2–3 strengths you want to highlight
- Prepare answers for common questions
- Plan what you'll wear—even for a video call

Common Questions to Prepare For

- “Tell me about yourself.”
- “What are your strengths?”
- “Describe a challenge you overcame.”
- “Why do you want this job?”

Telephone Interview Tips

- Find a quiet place with good signal

- Keep your CV and job ad nearby
- Don't interrupt—wait for them to finish speaking
- Smile while you talk—it makes a difference

Video Interview Tips

- Test your camera, mic, and connection beforehand
- Sit in a tidy, well-lit spot
- Dress smart—yes, even your bottom half
- Look at the camera, not the screen

In-Person Interview Tips

- Arrive 10 minutes early
- Be polite to everyone you meet
- Bring a copy of your CV
- Prepare one or two questions to ask at the end

After the Interview

- Send a thank-you email (if you can)
- Reflect on how it went—what would you improve?
- If you haven't heard back in 5–7 days, a polite follow-up is okay

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