



# ACE YOUR JOB INTERVIEW

## RESEARCH THE COMPANY AND INDUSTRY

**Have a good understanding of the company.**



Read up on the company online and get to know its background, vision, performance and competitors. Speak with CAO's Career Consultants in charge of the industry you are interviewing for. Find out more insights from seniors or alumni who are in the organisation.

## REVIEW YOUR FIT FOR THE ROLE

**Make the connection.**



Go through the job description, main responsibilities and key competencies in detail. Match your past experiences and your strengths with the skills required. This helps you see and articulate why you are a good fit.

## RECOUNT EXPERIENCES WITH THE STAR METHOD

**STAR: Situation, Task, Action, Results**



Apply the STAR (Situation, Task, Action, and Results) method when recounting past experiences, so that you can show the positive impact of how you handled responsibilities in a clear and concise manner.

## REHEARSE AND PRACTISE

**Every job interview opportunity is precious.**



Practise your answers for common questions so that you can make any desired adjustments early. Do not forget to prepare good questions for the interviewer(s).

**Have a mock interview practise with your Career Coach or attend our Career STARTER or Career BOOSTER workshops to kickstart your career preparation and gain essential skills.**