

Using AI to Prepare for Your Interview

AI tools like ChatGPT and Co-Pilot can help take the guesswork out of preparing for interviews. Build your interview confidence by using the prompts below to practice answering questions, learn about employers, and polish your communication—all from your laptop or phone.

Pro Tip #1: Always highlight your unique self!

AI can provide helpful ideas and rough drafts, but your voice, personality, and experiences are what make your responses memorable. Always **review, revise, and personalize** what AI gives you to accurately reflect who you are, how you speak, and the specific school, work and life experiences that make you a great fit for the role.

Pro Tip #2: Read the job description fully. AI may not be accurate!

AI is a creative tool, useful for generating content BUT it can create content that sounds correct – even when it’s not. It might add extra information that did not come from your original source. It might invent quotes, statistics or references that sound real but don’t actually exist. It might represent key details and make mistakes. Always cross-check AI content with your original source and don’t assume it is correct.

Pro Tip #3: Protect your personal information!

AI may store or process information in ways that are not always transparent. Once shared, you can’t control what it does with your information. Be cautious and avoid pasting your whole resume or other documents with your personal and contact information on it.

1. Practice Common Interview Questions

AI can act like a mock interviewer, asking you practice questions and offering feedback. Practicing out loud builds confidence and clarity.

Try these prompts:

- *“Can you give me 5 common interview questions for a [position title] and help me practice answering them?”*
- *“Pretend you’re an interviewer for a [industry] job. Ask me 3 behavioral questions and give feedback on my answers.”*

2. Research the Employer and Industry

Learn about the organization, its values, and what’s happening in the industry. You’ll give stronger answers and show you’re genuinely interested.

Try these prompts:

- *“What should I know about [Company Name] before an interview? Include their mission, values, and any recent news.”*
- *“What are 3 major trends or challenges in the [industry name] industry right now?”*

3. Tailor Your Questions and Answers

Generic answers don't stand out. AI can help you personalize your responses and prepare thoughtful questions to ask during the interview.

Try these prompts:

- *"Here's a job posting for a [job title]. How can I answer, 'Tell me about yourself' in a way that matches what they're looking for?"*
 - *"Can you help me come up with 3 thoughtful questions to ask the interviewer for a job at [Company Name]?"*
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4. Improve Communication Skills

Want to sound confident and clear? AI can help polish your answers and translate technical experience into language anyone can understand.

Try these prompts:

- *"Can you review this interview answer for tone and clarity? I want to sound confident but approachable."*
 - *"What's a good way to explain my technical project to someone who might not have a science background?"*
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5. Analyze the Job Posting

Not sure what the employer is really looking for? Paste the job ad into an AI tool to highlight keywords and guide your answers.

Try these prompts:

- *"Here's the text of a job ad. What key skills and qualifications should I emphasize in my interview answers?"*
 - *"Based on this job posting, how can I connect my past experience as a [previous role] to this position?"*
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Need more support?

Visit flamingcollegecareerservices.ca to book an appointment with a career advisor to prepare, practice and boost your confidence for your next interview.