

Interview Preparation Workbook

BUKHARI HRMS | 25 Questions | Candidate Practice Edition

Name: _____ Role applied for: _____

Company: _____ Interview date: _____

How to use this workbook

Draft truthful answers in your own words. Practise speaking them aloud. Use the STAR structure (Situation, Task, Action, Result) for experience-based questions. Do not invent experience, certificates, salary or measurable results.

1. Tell me about yourself.

My key points: _____

2. Why do you want to work for our company?

My key points: _____

3. Why should we hire you?

My key points: _____

4. What are your greatest strengths?

My key points: _____

5. What is your biggest weakness?

My key points: _____

6. Why are you leaving your current job?

My key points: _____

7. Why did you leave your previous job?

My key points: _____

8. Can you explain this gap in employment?

My key points: _____

9. What do you know about our company?

My key points: _____

10. What are your salary expectations?

My key points: _____

11. What is your current salary?

My key points: _____

12. Where do you see yourself in five years?

My key points: _____

13. Describe a difficult problem you solved at work.

My key points: _____

14. Tell me about a mistake you made.

My key points: _____

15. How do you handle pressure and deadlines?

My key points: _____

16. How do you deal with a difficult colleague?

My key points: _____

17. Do you prefer working alone or in a team?

My key points: _____

18. Describe a time you showed leadership.

My key points: _____

19. How do you handle feedback or criticism?

My key points: _____

20. What is your biggest professional achievement?

My key points: _____

21. Why have you changed jobs frequently?

My key points: _____

22. Are you willing to work overtime or shifts?

My key points: _____

23. How soon can you join?

My key points: _____

24. Are you comfortable using Excel or other office software?

My key points: _____

25. Do you have any questions for us?

My key points: _____

My three STAR stories

Story 1: Situation _____ Task _____ Action _____ Result _____

Story 2: Situation _____ Task _____ Action _____ Result _____

Story 3: Situation _____ Task _____ Action _____ Result _____

Questions I will ask the interviewer

1. _____
2. _____
3. _____

Interview-day checklist

- ☐ Read the job description and check the company website
- ☐ Confirm venue, timing and recruiter identity
- ☐ Prepare CV and requested copies of documents
- ☐ Plan transport and clothing
- ☐ Prepare realistic salary expectations and notice period
- ☐ Practise answers aloud; confirm they are truthful
- ☐ Prepare two questions about the role
- ☐ Know what you will say if you do not know an answer

For career information and candidate registration: <https://bukharihrms.com/>