

Placement Interview Answer Workbook

Build credible answers, practise aloud and enter the interview with a clear plan.

1

Self-introduction and role-fit builder

2

STAR story worksheets with evidence

3

Interview-day confidence checklist



FOR STUDENTS AND JOB SEEKERS

Practise. Reflect. Speak with confidence.

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Use a structure, not a script

Clear answers are easier to remember and more natural to deliver.

PREP for opinions

Point: answer directly. Reason: explain why.
Example: add evidence. Point: close with relevance.

STAR for experience

Situation: context. Task: responsibility. Action: what you did. Result: outcome and learning.

The 90-second answer test

- ☐ The first sentence answers the question.
- ☐ The example is specific and truthful.
- ☐ Your action is clearer than the background.
- ☐ The result includes evidence or learning.
- ☐ The final line connects to the role.

Practice rule

Write keywords first. Speak the answer aloud. Improve the structure after listening. Do not memorise every sentence.

Build a confident self-introduction

Use Present - Past - Future and keep it relevant to the opportunity.

Present: who I am and what I currently study or do

Past: one relevant project, experience or achievement

Strength: the ability I can support with evidence

Future: why this role or opportunity is the right next step

Opening prompt: My name is _____. I am currently _____. Through _____, I developed _____. I am now looking for an opportunity where I can _____.

Build two STAR stories

Prepare adaptable stories instead of separate scripts for every question.

STAR STORY 1

Situation and task

Actions I personally took

Result, evidence and learning

STAR STORY 2

Situation and task

Actions I personally took

Result, evidence and learning

Strengths and improvement answers

Use evidence for strengths and ownership for development areas.

A credible strength

Name the strength, describe one situation where you used it and connect it to the role.

A responsible weakness

Choose a real but manageable gap, explain your action and show evidence of improvement.

My strength and the example that proves it:

My development area and the action I am taking:

Avoid these weak patterns

- ☐ Listing five adjectives without evidence.
- ☐ Using 'perfectionism' without a real improvement plan.
- ☐ Blaming a team member or previous organisation.
- ☐ Sharing a weakness that directly prevents the core job.

Research before you answer why

Connect your evidence to the organisation, role and current opportunity.

Three facts about the organisation:

Three responsibilities or skills in the role:

My most relevant evidence:

Why this role? - answer map

What attracts me -> what I understand about the work -> evidence that I can contribute -> what I want to learn next.

Ten questions to answer aloud

Write keywords, record the answer and improve one behaviour at a time.

Q1 Tell me about yourself.

Key evidence: _____

Next improvement: _____

Q6 What is one area you are improving?

Key evidence: _____

Next improvement: _____

Q2 Why do you want this role?

Key evidence: _____

Next improvement: _____

Q7 Describe a mistake and what you learned.

Key evidence: _____

Next improvement: _____

Q3 What is your strongest relevant skill?

Key evidence: _____

Next improvement: _____

Q8 How do you manage multiple priorities?

Key evidence: _____

Next improvement: _____

Q4 Describe a challenge you handled.

Key evidence: _____

Next improvement: _____

Q9 Why should we select you?

Key evidence: _____

Next improvement: _____

Q5 Tell me about a time you worked in a team.

Key evidence: _____

Next improvement: _____

Q10 What would you like to ask us?

Key evidence: _____

Next improvement: _____

Calm preparation and reflection

Control the actions you can repeat before, during and after the interview.

Before the interview

- ☐ Review the role, organisation and your three strongest stories.
- ☐ Check location, device, documents and timing.
- ☐ Say your opening answer aloud once, then stop revising.
- ☐ Breathe out slowly and focus on the next question only.

After the interview

- ☐ Write the questions you were asked.
- ☐ Note one answer that was clear and one that needs work.
- ☐ Send a concise thank-you message when appropriate.
- ☐ Practise the difficult answer before the next opportunity.

Want mentor feedback on your answers?

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