



What you need

To create a one page interview cheat sheet that you can take and refer back to when you are answering questions for the panel, create a folder and place the following document in it:

- **Resume:** current version of your resume, even better if you have a custom version for that job role or job genre.
- **Selection Criteria Responses:** all your selection criteria responses including questions in a word document.
- **Position Description:** copy of the position description for the job you are attending an interview for, usually in PDF format.
- **Cover Letter:** if you wrote a cover for the application, include that as well. (optional).
- **Five most important themes:** in relation to the job what are the five most important themes you think the hiring manager would expect the candidate to address. For example for it is a management role two of them might be, leadership and mentoring.

Process

Browse to your favorite AI site, ChatGPT, Claude or Gemini, I usually use ChatGPT but it is personal preference.

Now attach all the documents from the “what you need” section to a new chat. Copy and paste the following;

-- AI PROMPT --

I have an interview for {insert organisation here}, see attachments for Selection Criteria, PD and resume, provide me with a PDF cheat sheet of topics I can talk to in the interview, considering all attachments and the following points.

- STAR examples summarised in bullet points
- "Power phrases" I can use during the interview
- Interview questions likely to be asked
- Questions for the panel
- My most important themes are {list the five themes}
- Format the output as a A4 interview cheat sheet, designed for quite reference before and during the interview.

-- END AI PROMPT --

Use the result as a prompt, don't read word for word. Generally a well prepared candidate who sometimes refers to notes is usually viewed more favorably than a candidate who tries to rely entirely on memory.