

WEEK 6

My reflective journal: Job Interview Preparation

Reflecting on myself on interview preparation is a valuable process to evaluate my growth and pinpoint areas where I could improve. Here's a structured way to guide my reflection:

1. Initial Steps and Self-Assessment

What did I do first?

Start by recalling how I approached the task of preparing for my interview. Did I begin by researching the company, reviewing the job description, or assessing my own skills?

Reflection Prompt: How did myself assess my strengths and weaknesses in relation to the job requirements? Where I confident in my qualifications, or Did I have doubts?

2. Researching the Company and Role

What specific research did I do?

Researching the company's values, mission, products, and culture is essential. Did I also look at recent news about the company or read employee reviews on sites like Glassdoor?

 **Reflection Prompt: How did my research impact your understanding of the company? Did it help myself tailor my responses to their needs or show my enthusiasm for the role?**

3. Crafting Responses to Common Interview Questions

 **What types of questions did myself prepare for?**

Consider the most common interview questions like Tell me about myself or What my strengths and weaknesses? Did I prepare my responses using the STAR method (Situation, Task, Action, Result)?

 **Reflection Prompt: Were my responses concise and clear? Did I feel ready to discuss my achievements with concrete examples? Did you struggle with any particular question?**

4. Practicing Interview Skills

 **Did I practice with someone?**

Did I conduct mock interviews with friends, family, or mentors? Did I rehearse alone in front of a mirror or record myself?

 **Reflection Prompt: How did practicing improve my confidence? What feedback did I receive from others, and how did it shape my preparation?**

5. Body Language and Presentation

 **How did I prepare non-verbal cues?**

Consider my attire, posture, and eye contact. Did I rehearse my handshake or practice maintaining good posture during the interview?

+ Reflection Prompt: Did my appearance and body language match the professional standards of the role I was applying for? How did I feel about my presence during the interview?

6. Handling Stress and Nerves

+ How did I manage interview anxiety?

Interviews can be stressful. Did I practice mindfulness, breathing exercises, or mental visualization? Did I manage stress effectively?

+ Reflection Prompt: How did I stay calm during the interview? What strategies did I use to manage nerves, and were they effective?

7. Evaluating the Interview Performance

+ How do you think the interview went?

After the interview, reflect on my performance. Where I able to articulate my experiences clearly and confidently? Did I handle unexpected questions well?

+ Reflection Prompt: Were there areas where I felt less prepared? What aspects of the interview did I excel at?

8. Post-Interview Reflection

- What did I do after the interview?

Did I send a Thank, I note or follow-up email? Reflect on how myself communicated my continued interest in the role after the interview.

+ Reflection Prompt: How important do I think it was to follow up? What message did my post-interview actions send to the employer?

9. Lessons Learned

+ What insights did you gain from this experience?

**Looking back on my entire preparation and interview process, what did I learn?
How will this experience shape my approach for future interviews?**

+ Reflection Prompt: What would I do differently next time? How would I further refine my preparation strategy?