



LESSON 9. Handouts

When you Don't Have All the Job Requirements

Interview Essentials

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Watch the corresponding training video and then open an online document or use a physical notebook to complete any exercises below. Or you can input your responses directly into the PDF.



Course Outline.

1. Introduction & Objectives

2. Preparation for an Interview

- 2.1. Researching for an Interview

3. Interview Confidence

- 3.1. Calming Nerves on the day

4. Mindset Shift: Don't 'Show Off', Demonstrate your Value

5. The Expert Approach

6. Types of Interview Questions

7. The Secret to Answering Any Interview Question

8. The STAR Interview Response Technique

- 8.1. STAR Framework Example 1: "Tell me about how you worked effectively under pressure."
- 8.2. STAR Framework Example 2: "Tell me about a time you showed initiative on the job."

9. When you don't have all the job requirements

- 9.1. How I personally addressed this in an interview.

10. Most Common Interview Questions

- 10.1. Tell me about yourself - Dos and Don'ts.
- 10.2. Tell me about yourself. Example 1
- 10.3. Tell me about yourself. Example 2
- 10.4. Tell me about yourself. Example 3
- 10.5. Tell me about yourself. Example for a fresh graduate.,
- 10.6. What is your greatest Weakness? Dos and Don'ts

- 10.7. What is your greatest Weakness? Example 1

- 10.8. What is your greatest Weakness? Example 1

- 10.9. What is your greatest Weakness? Example 3

- 10.10. What is your greatest Strength? Dos and Don'ts.

- 10.11. What is your greatest Strength? Example 1

- 10.12. Why should we hire you?

- 10.13. Why should we hire you? Example 1

- 10.14. Why should we hire you? Example 2

- 10.15. Why should we hire you? Example for a fresh graduate.

11. How to address gaps in your employment timeline?

- 11.1. How to address gaps in your employment timeline. Examples.

12. Questions to ask at the end of an interview

13. Negotiating a Starting Salary

- 13.1. How to dodge the "what's your current salary?" question.

- 13.2. Making the first offer

- 13.3. What to do if they come in with the first offer and low-ball

- 13.4. Give a salary range, but never a number

- 13.5. Go in with leverage

- 13.6. Don't accept right away - the 24 hour rule

- 13.7. Make silence your best friend

- 13.8. What to do if the final offer is too low

14. Following up after an interview

15. Closing & Good Luck

- ☒ **when you**
- ☐ **don't**
- ☒ **have**
- ☒ **all the job**
- ☒ **requirements**

LESSON 9: When you Don't Have All the Job Requirements

If you have a role you want to apply for where you don't feel you meet all the requirements, take time to outline any skills, knowledge and experience that you have that can be applied to the role.



You'll find space in the next page to work through this for whatever role you're applying for.



My transferable skills:

1. ROLE REQUIREMENT I DON'T MEET	RELEVANT SKILLS & EXPERIENCE I CAN APPLY
2. ROLE REQUIREMENT I DON'T MEET	RELEVANT SKILLS & EXPERIENCE I CAN APPLY
3. ROLE REQUIREMENT I DON'T MEET	RELEVANT SKILLS & EXPERIENCE I CAN APPLY
4. ROLE REQUIREMENT I DON'T MEET	RELEVANT SKILLS & EXPERIENCE I CAN APPLY
5. ROLE REQUIREMENT I DON'T MEET	RELEVANT SKILLS & EXPERIENCE I CAN APPLY

Notes: