

Job Interview Prep with ChatGPT: Worksheet and Practice Questions

A clear way to prepare, practise aloud and organise real examples from your experience. Use the questions selectively and adapt them to the role.

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Updated 21 October 2026

Who this is for and how to use it

For people preparing for a job interview who want a structured way to practise with ChatGPT. Start with the role and the job advert. Choose a few questions from page two, write honest examples on page three, then use the mock interview prompt on page four.

A focused preparation routine

1. Mark three responsibilities or skills repeated in the job advert.
2. For each one, note a real example, what you did and what changed as a result.
3. Practise speaking in your own words. Keep notes brief so you can answer naturally rather than recite a script.

Make practice specific

Tell ChatGPT the role title, the type of interview and the skills you want to practise. Use a made-up or general description of the employer. Do not paste personal, private or confidential material.

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Practise with purpose

These question sets practise different parts of an interview. Pick a few that match the role, answer aloud, then note what evidence or detail would make each answer clearer.

1. Motivation and fit

- What interests you about this role, and which part of the work would you most like to take on?
- Which requirement in the advert best matches your experience? What is a specific example?
- What would you want to understand about the role in your first few weeks?

2. Behaviour and evidence

- Tell me about a time you had to make progress with limited time or information. What did you prioritise?
- Describe a disagreement or difficult conversation. How did you handle it, and what did you learn?
- Give an example of feedback you acted on. What did you change afterwards?

3. Judgement and scenarios

- A deadline has moved forward and two tasks are both urgent. What would you check before deciding what to do first?
- You notice an error shortly before work is due. How would you respond and keep the right people informed?
- A colleague asks for help while you are handling your own priorities. How would you decide what you can take on?

Make each answer easier to follow

Name the context briefly, explain your own actions rather than only the team's, and finish with the outcome or what you would do differently. If you lack a direct example, say so and describe a relevant approach without pretending it happened.

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Build an answer with STAR

Use one real example at a time. Keep the situation and task brief, spend most of your answer on your actions, then state the result clearly. The prompts below are for notes, not a script to memorise.

Example

In [situation], I was responsible for [task]. I [action I genuinely took], which led to [result I can verify]. Replace each bracket with your own truthful details.

My STAR answer worksheet

S Situation

What was happening? Give only the context the interviewer needs.

T Task

What were you responsible for, or what needed to be achieved?

A Action

What did you personally do? Note decisions, steps and why you chose them.

R Result

What happened? Include a checkable outcome or what you learned, without overstating it.

Quick review: Is your part of the work clear? Is the result accurate? Could you explain any detail if asked?

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Rehearse, then review

Questions you can ask the interviewer

- What would you want the person in this role to focus on first?
- How does the team usually share feedback and coordinate its work?
- What would a typical week in this role involve?
- Is there anything about my experience you would like me to clarify?

Copy-ready mock interview prompt

Act as an interviewer for a [role title] interview. Use these role requirements: [paste a generalised, non-confidential summary]. Ask one question at a time, mixing motivation, behavioural and scenario questions. Wait for my answer before asking the next question. After each answer, give concise feedback on clarity, relevance, evidence and structure, then ask one follow-up question. Do not invent details about my experience. At the end, summarise two strengths and two areas I could improve. Keep the practice respectful and realistic.

The day before

- Re-read the role details and choose three examples you can explain truthfully.
- Check the time, location or joining details, and plan how you will arrive or connect.
- Set out anything you need, such as your notes, questions and a copy of your CV.
- Practise a short introduction once, then leave time to rest.

Check before you use it

Never enter personal or confidential data into ChatGPT, including client, patient, staff or customer personal data. Check facts, figures and citations. Use only true personal experience, and verify every draft before sending it.

For current ChatGPT product details, check OpenAI Help pages. Product information may change.

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