SNAP Workforce Interview Preparation Checklist

Use this guide to feel confident, prepared, and ready to share your story.

Before the Interview

[ ] Read the job description carefully
[ ] Highlight key skills and responsibilities
[ ] Research the employer (values, services, team)
[ ] Know the location and plan your transport
[ ] Choose clean, appropriate clothing for the role
[ ] Print or bring a copy of your resume and certificates
[ ] Prepare 1–2 questions to ask the interviewer

Practice Common Questions

[ ] "Tell us about yourself"
[ ] "Why do you want this job?"
[ ] "What are your strengths?"
[ ] "Can you give an example of working in a team?"
[ ] "How do you handle stress or challenges?"

Use the STAR Model to Answer Behavioural Questions

STAR = Situation, Task, Action, Result

Step	What to Include	Example
Situation	Describe the context	"I was working in a busy café during school holidays…"
Task	Explain your role or goal	"I was responsible for managing the front counter and training a new staff member…"
Action	What you did	"I created a checklist to help the new staff learn quickly and stayed calm during rush periods…"
Result	What happened	"We reduced wait times and the new staff member felt confident by the end of the week."

- [ ] Prepare 2–3 STAR examples from work, volunteering, study, or life
- [ ] Practice saying them out loud with a coach or friend
- [ ] Keep your answers clear, honest and focused on what you did

On the Day

- [ ] Arrive 10–15 minutes early
- [ ] Greet your interviewer with a smile and eye contact
- [ ] Listen carefully and take your time answering
- [ ] Ask for clarification if needed
- [ ] Thank the interviewer at the end

After the Interview

- [ ] Reflect on what went well
- [ ] Note what you would like to improve
- [ ] Ask for feedback if you don’t get the role
- [ ] Celebrate your effort, every interview builds confidence