



AI @ Work Prompt Guide

Prompts to Use When Preparing for an Interview

Here are some sample prompts to help you utilize ChatGPT or other AI tools to prepare for interviews. Each prompt focuses on different aspects of interview preparation, from practicing questions to refining answers.

The Aurora University Office of Career Services is here to help you with your career goals. For assistance, email career@aurora.edu or schedule an appointment on Handshake.

General Mock Interview Practice

Prompt: *“Pretend you are a hiring manager for an entry-level marketing position. Ask me 5 interview questions that are commonly asked in this field.”*

Behavioral Interview Questions

Prompt: *“Ask me five behavioral interview questions using the STAR (Situation, Task, Action, Result) method for a customer service role.”*

Industry-Specific Questions

Prompt: *“What are some interview questions I should expect for a software development role, and how can I answer them effectively?”*

Strengths and Weaknesses

Prompt: *“How should I answer the question ‘What are your strengths and weaknesses?’ for an entry-level finance role?”*

Questions for the Employer

Prompt: *“What are 5 insightful questions I can ask the employer at the end of an interview for a public relations internship?”*

Elevator Pitch Practice

Prompt: *“Help me create a 60-second elevator pitch that I can use when asked, ‘Tell me about yourself,’ in an interview for a business analyst position.”*

Skill-Based Interview Questions

Prompt: *“Ask me three skill-based interview questions for a teaching assistant role and help me refine my answers.”*

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Prompts to Use When Preparing for an Interview Continued

Tackling Tough Questions

Prompt: *“What is the best way to answer a question about a gap in my resume during a sales interview?”*

Group Interview Preparation

Prompt: *“Simulate a group interview for a management trainee position and give me tips on how to stand out in a group setting.”*

Interview Etiquette and Soft Skills

Prompt: *“What are some key soft skills I should highlight in an interview for a customer service representative role, and how can I demonstrate them in my answers?”*