



# Using Generative AI in Your Job Search

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# Interviews

Interviews are pivotal to landing your dream job. Proper preparation is essential, but at times seems daunting. Generative AI can help you prepare in many ways; however, it should be used with other resources such as **BigInterview**. [BigInterview](#) is an immersive practice platform that refines your interviewing abilities. Although generative AI and BigInterview are helpful tools, it is important to remember that they serve as stepping stones and cannot compare to the hands-on experience of face-to-face roleplaying.

Below is some ways Generative AI can help you prepare for interviews:

Generative AI can...

1. *Act* as an *interviewer*, asking job-specific questions based on a job description.
2. Generate the most common interview questions a hiring manager would ask for specific roles.
3. Provide insights into why specific interview questions are asked and offer tips on structuring responses.
4. Help you *craft answers* to specific interview questions
5. Give you *specific feedback* on how to improve your answers
6. Create inclusive, smart *questions* to ask at the end of an interview
7. Roleplay a *salary negotiation*

# Prompts

To use this guide, copy and paste the following prompts into the generative AI of your choice. Keep in mind the **prompting** and **personalizing principles** elucidated in the [Tips and Techniques](#) section of the generative AI guide to receive the best results.

## Tell Me About Yourself

1. Figure out the most important responsibilities of the job:

You are a seasoned hiring manager with over 20 years of experience. You are responsible for this job posting. Highlight the 3 most important responsibilities in this job description: *{job description}*

2. Customize your answer using your resume:

Based on the 3 most important responsibilities, help me structure an answer to the "Tell me about yourself" interview question based on my resume. Use the Present, Past, and Future framework. Start with the present (what I'm doing now), then talk about a few select work experiences I've done in the past, and end with the future (why I want to work in this new position) Keep the answer within 300 words. Here is an example response:

"I'm a human resources communications specialist with more than five years of experience. For the last three years, I have overseen HR communications for the Hartley Company. In this role, I manage a team of three people and we handle all benefits and policy communications to a staff of 8,000 employees. Prior to this role, I started my career as a human resources coordinator at General Financial where I learned a lot over two years. When my manager made the move to Hartley, she asked me to come along to run their HR communications side. I've loved my time at Hartley but I started to think about what's next as there isn't a lot more room to grow in my current position. At this stage of my career, I feel I'm ready to apply my skills to some new challenges at a more global organization, which is why I'm so interested in this position."

Here's my resume: *{resume}*

3. More ideas for the last section

The last section is too vague. Based on the job description, please give me 1 specific example why working at *{company}* as a *{role}* would be a great fit for me based on my previous experiences. Include keywords

from the job description where appropriate. Prioritize unorthodox, lesser-known advice in your answer. Do not make information up. Keep the response to 70 words.

## Create Common Interview Questions

Figure out the 10 most asked questions

You are a seasoned hiring manager. You are responsible for this job posting. Based on this job description, what are the 10 most common interview questions you will ask job applicants? Here's the job description: *{paste job description}*

## Answer Interview Questions

1. Understand why the interviewers are asking the question

I'm preparing for an interview. I'll share the job description. The interviewer is going to ask me the question *{question (personal or from the list you asked an AI to make)}*. Please list out the 3 main reasons why the interviewer is asking this question and give me 3 corresponding tips on how to structure my answer. Output this in a 2-column table format, with the 3 main reasons in the left-hand column, and the 3 corresponding tips in the right-hand column. Here's the job description: *{job description}*

2. Create an answer template based on your resume

Based on these tips and my own resume, write me an answer to the interview question: *{question (personal or from the list you asked Chatgpt to make)}*. Use one specific example from my work experiences. Use the CARL answer format: Context (project background), Action (what I did), Results (include quantifiable metrics), and Learning (what I learned from the project) Here's my resume: *{resume}*

3. Consider putting all the answers on a google doc to further modify the answers

## Produce Questions to Ask the Interviewer

Generate great questions to ask an interviewer:

You are a career coach experienced helping job seekers land jobs in *{industry}* I have an upcoming interview with a *{role of interviewer}* at *{company}*, and I want to impress the interviewer with my knowledge about the role Based on this job description, give me a list of 5 questions I can ask at the end of the interview so the interviewer sees

I'm extremely proactive and enthusiastic about the role. Prioritize unorthodox, lesser-known advice in your answer. Explain using detailed examples Here's the job description: *{job description}*

## Role Playing Behavioral Questions

1. Figure out the 10 most asked questions:

You are a seasoned hiring manager with over 20 years of experience. You are responsible for this job posting. Based on this job description, what are the 10 most common interview questions you will ask job applicants? Here's the job description: *{paste job description}*

2. Make the generative AI only be the interviewer without giving you immediate feedback:

I want you to act as an interviewer. I will be the candidate and you will ask me the interview questions for the *{role}* position. I want you to only reply as the interviewer. Do not write all the conversation at once. I want you to only do the interview with me. Ask me the questions and wait for my answers. Do not write explanations. Ask me the questions one by one like an interviewer does and wait for my answers. Please start immediately following this post. Stop asking me questions when I send in STOP.

3. Ask ChatGPT to analyze your answers:

Give me feedback on my answers in a 3-column table format, with the answer number on the left, your analysis in the middle, and tips for improvement on the right.

## Role Playing Technical Questions

Input the following prompt

Assume the role of an experienced technical interviewer. You are going to act as the interviewer. I am the candidate, and you are going to conduct a technical interview for the role of *{job role}*, which requires proficiency in *{Key technical elements or skills}*. Generate technical interview questions that reflect your extensive experience and the specific technical requirements of the job role. Acknowledge that you understand this prompt and ask a few questions to tailor the interview to my specific needs. One of these questions should ask what specific technical elements I would like the questions to focus on and should provide a list of examples for me to choose from, which will also stimulate my thoughts. Here is an example of a few elements that

should be listed: programming, data structures, problem solving, algorithms, etc.

## Practice Negotiating a Salary

1. Initiate the conversation

Two people are having a salary negotiation. One of them is a job seeker who just got offered a *{role}* position with *{offered amount in USD}* in annual salary. The other is the recruiter who's making that offer. The job seeker has done some research and found the upper end of the salary range for similar positions to be *{upper range amount}* and would ideally like to get closer to that number. Please play out the conversation in as realistic a way as possible. Make sure the job seeker is polite yet firm with his ask.

2. Follow up prompt

Continue this conversation and give the job seeker advice on how to continue pushing the recruiter to reach *{upper range amount}*