

INSTRUCTOR-LED TRAINING

Ace the Interview

Preparing Instructional Designers for Interview Success

Module 6 | Design Workbook Series

LEARNING OBJECTIVES

By the end of this course, Instructional Designers will be able to:

- 01 Analyze a job posting to identify required skills and align personal experience.
- 02 Develop clear, confident STAR responses for common behavioral interview questions.
- 03 Apply effective strategies during live or simulated interview scenarios.
- 04 Demonstrate increased confidence and receive measurable improvement through self-assessment.

COURSE AGENDA

LESSON 1

Identify the Problem

Understand the performance gap and why interview prep matters

LESSON 2

Analyze the Job Posting

Extract key skills, responsibilities, and craft personal examples

LESSON 3

Develop STAR Responses

Draft, refine, and rehearse behavioral interview answers

LESSON 4

Apply Interview Strategies

Deliver responses confidently and adapt in real time

The Gap We're Solving

Many Instructional Designers enter interviews unprepared. Here's why:

Limited exposure to interview-specific training

Uncertainty about how to present portfolios and instructional models

Lack of practice with behavioral and scenario-based questions

Low confidence articulating skills, experiences, and outcomes

PERFORMANCE GOAL

What will learners be able to do?

Instructional Designers will develop and demonstrate increased confidence in job interviews by:

- Enhancing preparation strategies
- Practicing and refining responses
- Seeking and applying feedback

Measured via survey 3 months post-training.

ORGANIZATIONAL GOAL

What is the business challenge?

Enhance the organization's reputation as a leader in instructional design by equipping IDs with the skills and confidence to:

- Excel in interviews
- Represent the profession effectively
- Demonstrate measurable competency growth

1 Analyze the Job Posting

Key component skills:

- Identify required skills & competencies
- Highlight key terms & responsibilities
- Write personal examples for each requirement

2 Develop Effective Interview Responses

Key component skills:

- Draft STAR responses for common questions
- Edit to highlight ID skills & methods
- Rehearse for clear, confident delivery
- Prepare thoughtful questions to ask

3 Apply Strategies During the Interview

Key component skills:

- Deliver STAR responses confidently
- Respond to follow-up questions
- Ask prepared questions at right time
- Adapt responses to interviewer focus

Use the STAR method to structure every behavioral interview response:

S

SITUATION

Set the context. Briefly describe the scenario or challenge you faced.

T

TASK

Explain your role and responsibilities within that situation.

A

ACTION

Detail the specific steps YOU took, highlighting your ID skills and methods.

R

RESULT

Share the measurable outcome. What changed? What improved?

Draft Your STAR Response

🕒 15 minutes | Individual → Pair Share

1

Choose a Question — Pick one behavioral question from the handout that aligns with the job posting you analyzed.

2

Draft Your STAR Response — Write a response using the S-T-A-R structure. Focus on an instructional design project.

3

Highlight Your ID Skills — Review your response: does it showcase learning objectives, strategies, or assessment methods?

4

Share with a Partner — Read your response aloud. Partner provides feedback on clarity, confidence, and specificity.



Deliver STAR Responses

When prompted with a behavioral question, pause briefly, then walk through Situation → Task → Action → Result.



Handle Follow-Up Questions

Respond to probes with additional specifics. Avoid defensiveness — treat follow-ups as an opportunity to add depth.



Ask Your Prepared Questions

Bring 2–3 thoughtful questions about the role, team, or ID practices. Ask at a natural pause — usually at the end.



Adapt in Real Time

Mirror the interviewer's tone and focus. If they're interested in a particular topic, expand your response in that direction.

Which of the following BEST describes the purpose of the 'Action' step in a STAR response?

A Describe the overall context of a project to give the interviewer background.

B Explain the final outcome and how it was measured.

C Detail the specific steps you personally took, highlighting your ID skills and methods.

✓ Correct

D Summarize your role and responsibilities within the situation.

What You've Learned

The performance gap: IDs lack structured interview preparation and practice

How to analyze job postings and map your experience to requirements

The STAR method for crafting clear, evidence-based responses

Strategies to deliver, adapt, and ask thoughtful questions in real time

Your Next Steps:

Complete your STAR response worksheet • Schedule a mock interview • Submit your Design Workbook Section 1