

MOCKBRIDGE

JOB DESCRIPTION DECODER

Read the JD. Understand the role. Prepare smarter.

A practical worksheet for turning a job description into interview preparation.

Identify what matters. Find your evidence. Predict the questions. Spot the gaps.

Requirement → Evidence → Possible Question

HOW TO USE THIS WORKSHEET

Take one real job description and work through the pages. You do not need to decode every sentence. Focus on the requirements most connected to the actual role, then prepare evidence you can explain in an interview.

01 • READ THE JD DIFFERENTLY

What are they really looking for?

A job description may list ten requirements, but not all carry the same weight. Look for skills mentioned repeatedly, responsibilities marked as required, and tools, knowledge or abilities connected to the actual role. These are the areas most likely to shape your interview.

LOOK FOR	WHAT IT CAN TELL YOU
Repeated skills	A capability the role may depend on heavily.
“Required” responsibilities	A core expectation rather than a nice-to-have.
Tools / systems / knowledge	Specific areas where practical or technical questions may arise.
Action words	Words such as manage, analyse, lead, coordinate or deliver can reveal what you may actually be expected to do.

MY TOP 3 REQUIREMENTS

#	Requirement	Why I think it matters
1	Write here	What in the JD made you prioritise it?
2	Write here	What in the JD made you prioritise it?
3	Write here	What in the JD made you prioritise it?

DON'T STOP AT “I MATCH IT.”

The useful question is: Can I explain and prove it?

Can you prove what you claim?

Seeing a skill on your CV is one thing. Showing evidence is another. For each important requirement, identify where you have actually demonstrated it and what you can explain from that experience.

Skill → Experience → Evidence

JOB REQUIREMENT	WHERE HAVE I SHOWN IT?	WHAT CAN I EXPLAIN?
Requirement 1	Project / internship / work / activity	What did I actually do? What was the result?
Requirement 2	Project / internship / work / activity	What did I actually do? What was the result?
Requirement 3	Project / internship / work / activity	What did I actually do? What was the result?
Requirement 4	Project / internship / work / activity	What did I actually do? What was the result?
Requirement 5	Project / internship / work / activity	What did I actually do? What was the result?

YOUR EVIDENCE TEST

- ☐ Where have I used this skill?
- ☐ What was my actual role?
- ☐ What problem, task or responsibility did I handle?
- ☐ What changed because of my contribution?
- ☐ Can I explain the example without reading from my CV?

Remember: evidence does not have to come from a full-time job. Projects, internships, competitions, college activities, leadership roles and other relevant experiences can provide useful examples when they genuinely demonstrate the requirement.

03 • PREDICT THE INTERVIEW

What could they ask you?

Turn important requirements into possible interview questions. This moves preparation from “What questions should I memorise?” to “How could they test whether I can actually do this?”

REQUIREMENT	POSSIBLE INTERVIEW QUESTION
Teamwork	Tell me about a time you worked through a team challenge.
Problem-solving	Tell me about a problem you faced and how you handled it.
Leadership	Tell me about a situation where you took responsibility.
Technical skill	Where have you actually used this skill?
Communication	Tell me about a time you communicated something difficult.

WHERE IS YOUR GAP?

STATUS	MEANING	MY REQUIREMENT
I CAN PROVE IT	I have a real example I can explain.	Write here
I HAVE BASIC KNOWLEDGE	I understand it but lack practical evidence.	Write here
I NEED TO DEVELOP IT	I need more learning or practice.	Write here

PREPARE FIRST

Focus on the 3 requirements that matter most to the role. For each one: identify the requirement → find your proof → predict the question → practise explaining your example.

Decode it. Then prepare for it.

Use this final page for the three requirements you consider most important. The goal is to connect what the employer asks for with what you can genuinely demonstrate.

REQUIREMENT	WHAT DOES IT REALLY MEAN?	WHERE HAVE I SHOWN IT?	WHAT COULD THEY ASK?
1. Write the requirement	What capability are they actually looking for?	Project / internship / work / activity + your contribution	How could an interviewer test it?
2. Write the requirement	What capability are they actually looking for?	Project / internship / work / activity + your contribution	How could an interviewer test it?
3. Write the requirement	What capability are they actually looking for?	Project / internship / work / activity + your contribution	How could an interviewer test it?

THE MOCKBRIDGE PERSPECTIVE

Don't just match the job description.

Decode it. Then prepare for it.

The strongest preparation connects three things: what the role requires, what you have actually done, and how you can explain it when the conversation changes.