Interview Preparation Worksheet

## **Section 1: Research**

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| **Company Research** | Position Research |
| Company Name:  Mission and Values:  Products or Services:  Recent News or Updates:  Company Culture: | Job Title:  Key Responsibilities:  Required Skills and Qualifications:  Team Culture: |

## **Section 2: Self-Reflection**

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| **Personal Brand** | Skills & Experience |
| Your Strengths:  Your Key Accomplishments:  Your Career Goals: | Relevant Skills:  Past Experiences and Achievements:  Challenges Overcome: |

## **Section 3: Interview Questions**

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| **Common Interview Questions** |
| Create a list of questions related to your skills, experiences, and challenges.   * Question 1: * Question 2: * Question 3: * Question 4: (add more if needed) |
| **STAR Method (For Each Question)** |
| **Situation:** *Describe the specific situation or context in which the experience took place. Provide background information to set the stage.*  **Task:** *Outline the task or objective that needed to be accomplished within the given situation. Explain what you were responsible for or what role you played.*  **Action:** *Describe the specific actions you took to address the situation or accomplish the task. Focus on your individual contributions and the steps you took to resolve the issue or achieve the goal.*   * Action 1: * Action 2: * Action 3: * Action 4: (add more if necessary)   **Result:** *Explain the outcome or result of your actions. Emphasize the impact of your contributions and any measurable or qualitative results achieved.*   * Result 1: * Result 2: * Result 3: * Result 4: (add more if necessary)   **Write your full answer:** *Reflect on the experience and identify key lessons or insights gained from it. Consider the skills, knowledge, or personal growth that resulted from the situation.* |
| **Your Questions** |
| Develop questions demonstrating your interest in the company, role, and culture.   * Question 1: * Question 2: * Question 3: * Question 4: (add more if needed)   Do not forget, "If you picture me in this role, what concerns do you have?" |

## **Section 4:** **Practice and Follow-Up**

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| **Practice** | **Follow-Up** |
| Practice answering interview questions out loud.  Use a mirror or record yourself to observe your body language and speech.  Do mock Interviews.  What feedback did you receive? | Prepare a thank-you email or note to send after the interview.  Reiterate your interest, express gratitude, shore up any concerns, and recap key points discussed. |