Interview Preparation Worksheet

Company _____ **Job title** _____

Date and time _____ **Format** [In person / video / phone]

Interviewer(s) _____ **Location / link** _____

1. Company research

What they do _____

Mission / values _____

Recent news _____

Main competitors _____

Why I want to work here _____

2. The role

Top 3 requirements _____

My matching strengths _____

Possible concerns about me _____

How I'll address them _____

3. My STAR stories

Situation · Task · Action · Result. Prepare one story for each common theme.

Theme	Situation and task	Action I took	Result (with numbers)
A big achievement			
Solving a problem			
Working with a difficult person			
A mistake or failure			
Leadership or initiative			

4. My answers

Tell me about yourself _____

Why do you want this job? _____

Greatest strength _____

An area I'm improving _____

Salary expectations _____

5. Questions I will ask

1.
2.
3.

6. Day-of checklist

- [ ] Printed resumes (3 copies)
- [ ] Outfit ready
- [ ] Notebook and pen
- [ ] Phone on silent
- [ ] Directions / parking or tested video link
- [ ] Portfolio or work samples
- [ ] Arrive 10–15 minutes early
- [ ] Thank-you email drafted