

Interview Preparation Worksheet

Your advance preparation greatly increases the probability of interview success. There are several things you can and should do to make sure you are prepared for your interviews. Consider completing this worksheet before every job interview you plan to attend. Knowing the answers to these questions in advance will be very beneficial in helping you prepare for a job interview, as well as in helping you decide if a particular job, company or industry is for you. You can find the answers to these questions by speaking with recruiters or company representatives, reading company literature or researching on the internet.

You should research three key elements: the company, the position, and yourself. The following worksheet will help guide you in your research.

Position: Company: Industry:

Company – What type of organization will you be working with?

What are their key products or services?
Who is their primary market?
Where are they located?
What are their core values?
What is their company culture like?
What does their competitive landscape look like?
What interests you about this company?

Position – What will you be doing?

What does this position do on a daily basis?
What are the key responsibilities for this position?
What qualifications are required for this position?
What skills (Technical and Soft Skills), or personality traits are necessary for success in this role?
What opportunities are there for growth or upward mobility?
What interests you about this position?

Personal Evaluation – What have you done, and where do you see yourself within the organization?

What is your academic/professional background?
 What have you accomplished in your experience?
 What are your short and long-term career goals?
 What core values define your professional and personal objectives?
 How will this position and company help you meet your goals?

Behavioral Question Preparation

Look at the qualifications and skills listed previously as necessary or required for success in this position. Think about at least two scenarios from your past experience that highlights your use or mastery of each skill, trait, or qualification. Make sure you can articulate the details of what happened, and include all elements of the 4 part STAR format for answering Behavioral Interview questions.

Skill / Trait / Qualification	Scenario #1				Scenario #2			
	Situation	Task	Action	Result	Situation	Task	Action	Result