

Interview Prep Worksheet

Use this worksheet to help you prepare for an interview. It should cover off some of the things you might be asked from a hiring manager or recruiter. Note that this is not an extensive list but outlines some key areas to think about.

1. Research the Company

Write down what you find for each of the following:

- ☐ What does the company do, and who are their customers?
- ☐ How long has the company been operating? Any recent news?
- ☐ What are their values or culture like? (Check their website and social media)
- ☐ Who will be interviewing you, if you know?

2. Understand the Role

- ☐ What are the key responsibilities of this role?
- ☐ What skills or experience are they specifically asking for?
- ☐ How does this role fit into the wider team or business?

3. Prepare Your STAR Stories

Think of 3–4 examples from your work history that show you in action. For each one, write a few notes using the STAR method:

- Situation - what was the context?
- Task - what were you responsible for?
- Action - what did you actually do?
- Result - what was the outcome? (Use numbers where you can)

Story 1

Situation:

Task:

Action:

Result:

Story 2

Situation:

Task:

Action:

Result:

Story 3

Situation:

Task:

Action:

Result:

4. Common Questions to Practise

- Tell me about yourself.
- Why do you want to work here?
- What are your strengths and weaknesses?
- Describe a time you dealt with a difficult situation at work.
- Why are you looking to leave your current role / why did you leave your last role?
- Where do you see yourself in a few years?
- Do you have any questions for us?

5. Questions to Ask Them

Always have at least 2–3 questions ready - it shows genuine interest. Some ideas:

- What does a typical day in this role look like?
- What are the next steps in the process, and what's the timeline?
- How would you describe the team I'd be working with?
- What does success look like in this role in the first 3 months?

6. Before You Go

- ☐ Plan your route or test your laptop/phone (for online interviews) the day before
- ☐ Get what you're wearing to the interview ready the night before
- ☐ Print or save a copy of your CV and the job description
- ☐ Bring a notebook and pen to take notes
- ☐ Charge your phone and have the contact's number saved
- ☐ Arrive (or log on) 10 minutes early

After the Interview

- Send a short thank-you / follow up message within 24 hours.
- Jot down how it went while it's fresh – this could include any questions they asked or things you found difficult to answer. It will be useful for next time.
- Update your Job Application Tracker with the status and next steps.