

Interview Preparation Worksheet

The Company

Research and write down key information about the company:

Name:	Mission & Values:	Goals:	Additional Info:
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Interview Details

Date: Time: Location:	Interview Format: One-on-one, panel, group, etc.	Additional Assessments: Presentation, writing, testing, etc.
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The Position

Before your interview, review the job posting, taking note of specifics you may be asked to speak about.

Desired skills/experience How do you meet these needs?

1.	→
2.	→
3.	→

Practice Questions

Familiarizing yourself with common interview questions will help you think of past experiences and scenarios to incorporate into your answers. This helps boost your confidence and the quality of your responses.

Tell us about yourself.
Discuss work and educational experiences.

Why are you interested in this position?
Explain what attracts you to the role.

What makes you a good fit for this position?
Highlight skills and accomplishments relevant to the position.

What has been your greatest achievement?
Talk about an achievement that demonstrated skills transferrable to the position.

Build a Professional Online Presence

Potential employers may search your name online. What they find can influence their decision to hire you. Take time to clean up any content that doesn't reflect your best self, and use platforms like LinkedIn to highlight your academic achievements, volunteer work, internships, and career goals. A thoughtful and professional online presence can help you make a strong first impression before you even walk into an interview.

Practice Questions Using the STAR Technique

The STAR technique ensures you provide complete answers when asked behavioural and situational interview questions. Each answer should include an explanation of the following:

- The **S**ituation
- The **T**ask you had to complete
- The **A**ctions you took to get the task done
- The **R**esults of your actions

Example:

Give an example of a time when you had to resolve a conflict with a coworker.

I was working with a colleague on a project, and we disagreed on how to divide responsibilities. I suggested we meet to clarify expectations and listen to each other's concerns. We agreed to split tasks based on our strengths. As a result, the project was completed on time, and our collaboration improved for future work.

Using the STAR Technique, answer the following questions:

Can you give an example of a time you showed leadership or teamwork?

If you made a mistake at work, how would you correct it?

You can find more practice questions in the *Interview Preparation Guide*.

Your Questions

Most interviewers will give you the opportunity to ask questions about the company or the job posting. Prepare questions relevant to the role you are applying for. You might ask how the position supports professional growth, what a typical day looks like, or what the timeline is for the hiring decision.

Write down 1-2 questions you would like to ask during your interview:

After the Interview

After your interview, it's courteous to thank your interviewer(s) for their time and to reaffirm your interest in the role. Prepare a brief script:

If the employer provided you with an estimated date for communicating their hiring decision, wait 5 business days after that deadline before following up. Or, if they did not provide you with a timeline, wait at least 5 business days after the interview before you send a follow-up email to ask if a decision has been made.