



INTERVIEW PREP WORKSHEET

This worksheet helps you prepare for job interviews by organizing your responses, anticipating common questions, and refining your key talking points. Take time to fill out each section before your interview.

- ✓ Research the company (mission, culture, recent news)
- ✓ Review the job description and match your experience to key responsibilities
- ✓ Plan your interview outfit and test your tech (if virtual)
- ✓ Practice speaking confidently and clearly
- ✓ Get a good night's sleep before the interview

◆ Your Elevator Pitch

✦ *A short, compelling introduction about who you are and what you bring to the table.*

→ **Example:** "I'm a [Your Profession] with [X years] of experience in [key skill areas]. I specialize in [specific expertise], and in my previous role at [company/agency], I [key achievement]. I'm excited about this opportunity because [reason related to company or role]."

✍ **Your Elevator Pitch:**

◆ Common Interview Questions & Your Responses

✦ *Prepare answers for frequently asked questions.*

1. Tell me about yourself.

✍ **Your Response:**

2. What are your strengths?

✍ **Your Response:**

3. What is a weakness you're working on?

 **Your Response:**

4. Why do you want to work here?

 **Your Response:**

5. Tell me about a time you faced a challenge at work and how you handled it.

 *Use the STAR method (Situation, Task, Action, Result).*

 **Your Response:**

6. Where do you see yourself in five years?

 **Your Response:**

◆ **Questions to Ask the Interviewer**

 *Always have 2-3 questions prepared to show engagement and interest.*

✓ **What does success look like in this role? ✓ What are the biggest challenges your team is currently facing? ✓ What do you enjoy most about working at this company? ✓ What opportunities for growth and development exist in this role?**

 **Your Custom Questions:**
