



## Job Interview Preparation Worksheet

### First Step: Complete CareerWow! Module 8 - Success Database Development

Be sure to complete CareerWow! Module 8, Success Database Development, to provide you with an essential foundation for effective interview-answer content. Once you've developed at least 5 success stories (aim for 10!), practice telling them in a What, How, Proof format, taking approximately 60 – 90 seconds per story. **This is the most important step you can take for interview prep, so don't skip it!**

### Popular Interview Questions: Strategies & Content

Aim for responses to be between 60 – 90 seconds in length, delivered with enthusiasm at an understandable pace. Practice responses several times and time yourself.

- **Tell me about yourself:** Think through elements important to your story, providing key details about your professional past, present, and goals, especially those related to the target position. Potential content pieces: Brief work history, education, what others say are your strengths, something unusual about you. List a few details below. Then practice, practice your response.

.....  
.....  
.....

- **What are your strengths?** Which skills or personal traits are you complimented on frequently? What are you called upon to do often, because you're great at it? What quality about yourself are you most proud? In which areas do you receive high marks in performance reviews? List 3 strengths, and then make a brief note about a Success Database example that backs up each one:

Strength #1.....

Strength #2.....

Strength #3.....

- **What are 2 of your weaknesses?** Ideas: choose a skill that has been a weakness, but that you're working on improving ("I've been weak in PowerPoint, but I'm taking online tutorials and I'm improving quickly"), or a weakness that isn't related to the job ("I'm not naturally gifted in design"). Avoid citing personal traits that are difficult to change ("I don't work well with others"), or a weakness that would be a deal-killer for the job ("I make frequent mistakes in calculations").

Weakness #1 .....

Weakness #2 .....

## Steps to Prep Before the Interview

- **Follow the interview prep recommendations in the Job Interview Preparation CareerWow! video, and on this worksheet.** Yes, it will take some time, but your confidence will skyrocket, and you'll perform better!
- **Practice potential answers several times, out loud.** If possible, involve a helpful supporter to listen and provide feedback.
- **Create a "security blanket" to take with you.** Choose a few of your favorite success database examples (developed through CareerWow! Module 8) and list them on a one-page document titled, "Relevant Achievements." Refer to this during the interview, and even share some copies with the hiring managers.
- **Choose and try on your interview outfit.** It should fit you well, and make you feel great. Select clothing that positions you at least one level above the position for which you'll be interviewing. A navy or grey jacket with a suit, slacks, or skirt is a great choice.
- **Write down questions to ask the interviewer.** Examples: *"What do you hope the chosen candidate will be able to accomplish in the first few months? In the first year? What characteristics do you value most in an employee? Please tell me about the training I would receive."*
- **Collect your interviewing tools:** Copies of your resume, Achievements Listing, questions for the interviewer, and paper for note taking, all in a professional folder / portfolio.

## Successful Interview Performance Strategies

- **To help you stay focused, use the Sandwich Technique when answering questions, especially when you're nervous:** 1<sup>st</sup> slice of bread: Restate or rephrase the question: *"So you want to know about a time when I had a conflict with a coworker."* Middle of the sandwich: (provide your answer). 2<sup>nd</sup> slice of bread: *"So that's an example of when I had a conflict with a coworker."*
- **If eye contact makes you nervous, focus on the spot between the interviewer's eyes instead.** You can also say to yourself (not out loud!), *"I like myself, I like myself"* to raise your confidence.
- **If a question stumps you, request for them to ask it in a different way.** You can also buy time to think of an answer by saying, *"That's a great question. Let me think for a minute..."*

## Wrap Up, and Follow Up, Like a Champ!

- **Finish with a strong statement about why you want the job.** Restate relevant strengths and a powerful example demonstrating why you would succeed. Wrap up with an enthusiastic statement such as, *"I'm very interested in this position, and hope you'll consider me as a strong candidate."*
- **Find out what happens going forward.** *"Would you please tell me what happens next in this process?"* This will help you know how and when to follow up.
- **Send a thank you note.** Include a few sentences about why you're especially excited about the opportunity, and thank them for their time in interviewing you.
- **Follow up appropriately.** Based on what you discovered about what happens next in the process, call or email if you haven't heard from them within a reasonable timeframe. Say something like, *"I'm still very interested in the position, and am contacting you to check the status."*