



Interview Preparation Worksheet

Position Title: _____ Company: _____

What are the top skills required for this position?

1. _____
2. _____
3. _____

About the company:

Mission, values, culture, past accomplishments, status in the industry, goals, news/press, etc.

THE OPENING

Tell me about yourself.

Tip: This is essentially your elevator pitch - keep it professional, speak with passion, and don't ramble.

Present: _____

Past: _____

Future: _____

Interview Preparation Worksheet

THE CORE

What successful career stories am I going to share to demonstrate the top skills?

Skill 1: _____

Situation	
Task	
Action(s)	
Result(s)	

Skill 2: _____

Situation	
Task	
Action(s)	
Result(s)	

Skill 3: _____

Situation	
Task	
Action(s)	
Result(s)	



Interview Preparation Worksheet

What is your greatest weakness?

Tip: Choose a weakness that will not prevent you from succeeding in the role.

Weakness: _____

What are you currently doing to overcome this?

THE CLOSING

How do I stand out as a candidate? What do I want the interviewer to remember about me?

1. _____

2. _____

3. _____

Where do you see yourself in 5 years? What are your future goals?

Tip: Connect the job to your career goals.

My prepared questions for the interviewer/panel.

Tip: Try to ask a question about the position, team, and company.

1. _____

2. _____

3. _____