



Interview Preparation Worksheet

Use this worksheet and Interview Preparation Guide to get yourself prepared and ready for a great interview!

SUMMARY INFORMATION

Job Title	
Company Name	
Company Address	
Interviewer Name, Title	
Interviewer Phone, Email	
Additional Contacts	

JOB RESPONSIBILITIES / DUTIES

List the major job duties to be performed. Highlight Key Words that should be part of your resume and talking points in interviews

Experience Crafting(c)

Give yourself a competitive edge by being able to provide well-organized, confident answers in the interview. You can prepare for many of the interview questions in advance by doing the following:

- Review the Job description for the position and then take it a step further by reviewing the job descriptions for other positions that may be open within the company. You may even see the job description of your interviewer!
- List the similarities and differences between the role you are interviewing for an a similar role at a different company. Take this a step further and compare a similar functional role but at a company in a different industry than the one you're interviewing in.



SIMILAR POSITION AT COMPETING FIRM	
Similarities	Differences

SIMILAR POSITION; DIFFERENT INDUSTRY	
Similarities	Differences

Take note of any questions this exercise helps to his can be the source of excellent questions to ask during your interview.

Skills Gaps

Review your technical skills against those contained in the job description. What particular skills do you possess and where are some lacking? List those attributes, skills or knowledge areas where you feel your background and experience comes up short when compared to what the company is looking for.

Gap	Transferrable Skill / How You Address the Skill Gap
Gap #1	
Gap #2	
Gap #3	



Take a Personal Inventory

Understanding your skills, knowledge and talents is one thing, but to successfully move through the interview process, you must effectively convey that only you possess the right mix skill, experience and personality to be hired for into the role.

Strengths and Weaknesses

List out your skills and how you've applied them in previous roles and how you'll apply them in this new role.

STRENGTHS	SKILL	HOW YOU'LL APPLY IN THE ROLE
Technical Skills		
Communication Skills		
Selling Skills		
Organizational Skills		
Management Skills		
Conflict Resolutions		
Transferable Skills		
Unique Traits/ Attributes		

List any weakness and the ways you have overcome or addressed those areas of focus.

WEAKNESSES	
AREA OF FOCUS	HOW YOU PROACTIVELY ADDRESS/MINIMIZE THE WEAKNESS?



Your Personal Brand

ELEVATOR PITCH

About 30-45 seconds in lengths, your “elevator pitch” is a concise statement of your career background and training, your track record of success, what you have to offer the company and why you want the job.

Crafting Your Story and Demonstrating “Fit”.

Identify about 5 works experiences, projects, team assignments, sales success stories, etc. that you will be able to call upon to support answers to behavior interview questions. Mark an “X” to note whether the example is useful in answering a positive or negative question (or both). Be creative and flexible here. Often, small changes to the way you focus your “lense” when you look back on situations can allow you to use the same example to highlight different outcomes. For example, a big sale (success) story could also be referenced to describe a time when teamwork mattered, when you had to resolve conflict and when you were proud of an accomplishment.

SITUATION #1:

Description					
Action Taken					
Outcome					
Key Takeaway/ Learning					
Positive_____			Negative_____		
Accomplishment	Teamwork	Conflict Resolution	Success	Milestones Met/Missed	Corrected Next Time



SITUATION #2:					
Description					
Action Taken					
Outcome					
Key Takeaway/ Learning					
Positive_____		Negative_____			
Accomplishment	Teamwork	Conflict Resolution	Success	Milestones Met/Missed	Corrected Next Time

SITUATION #3:					
Description					
Action Taken					
Outcome					
Key Takeaway/ Learning					
Positive_____		Negative_____			
Accomplishment	Teamwork	Conflict Resolution	Success	Milestones Met/Missed	Corrected Next Time

SITUATION #4:					
Description					
Action Taken					
Outcome					
Key Takeaway/ Learning					
Positive_____		Negative_____			
Accomplishment	Teamwork	Conflict Resolution	Success	Milestones Met/Missed	Corrected Next Time



SITUATION #5:					
Description					
Action Taken					
Outcome					
Key Takeaway/ Learning					
Positive_____		Negative_____			
Accomplishment	Teamwork	Conflict Resolution	Success	Milestones Met/Missed	Corrected Next Time

Interview Questions Preparation Notes

POSITIVE QUESTIONS

Q. Why are you a good fit for the role?

ANSWER:

Q. How will your experience contribute to our company?

ANSWER:

Q. What accomplishment are you most proud of?

ANSWER:

Q. What has contributed to your past successes?

ANSWER:

Q. What does your ideal position look like?

ANSWER:



NEGATIVE QUESTIONS

Q. Why did you leave your last / prior position? (Have a leaving statement prepared)

ANSWER:

Q. What are your weaknesses?

ANSWER:

Q. Tell me about a work situation where you felt ineffective or unproductive?

ANSWER:

Q. What things would you have liked to change about your last position or company?

ANSWER:

Q. What mistakes have you made in your career and what have they taught you?

ANSWER:

Q. Why did you leave your last / prior position? (Have a leaving statement prepared)

ANSWER:

Q. Provide an example when you overcame conflict or difference of opinion with a manager, peer or subordinate.

ANSWER:



NEUTRAL QUESTIONS

Q. Tell me you.

ANSWER:

Q. How would you describe your communication style?

ANSWER:

Q. How do you handle/manage pressure, stress, timelines?

ANSWER:

Q. What would you like to tell me that I haven't inquired about already?

ANSWER:

Q. What are the major lessons you've learned over your career in _____?

ANSWER:

Q. How do you set priorities and execute effectively?

ANSWER:

Q. What are your salary requirements?

ANSWER: *Try to delay or suspend this question until after an offer has been made. When doing so is not possible provide a range and leave room to negotiate later. If you can, research what the salary range is for the particular position you are interviewing for by speaking with people in your network or by doing a little salary research online.*



Practice, Practice, Practice.

Do it in a way that works for you. Whether that is using your iPhone, standing in front of the mirror in your bathroom or bedroom or role playing with a willing friend, spouse, mentor or coach. The more you practice, the better you'll feel going into your interviews and the more you'll impress your future employer.

Let Optimism Rule

Yes, this is a long process full of uncertainty. But a positive attitude and willingness to process things through a spirit of unbridled optimism is the best way to go. Good luck and please consider having Crafted Career Concepts review your resume, provide feedback or work directly with a coach who will turn around your attitude and provide a spark of new ideas, fresh perspective and positivity that help keep you active, engaged and confident in your career journey!