

# Interview prep sheet

Fill it in the day before. Then say your answers out loud, twice.

## The basics

|                                  |  |
|----------------------------------|--|
| <b>Company</b>                   |  |
| <b>Role</b>                      |  |
| <b>Date and time</b>             |  |
| <b>Interviewer(s)</b>            |  |
| <b>Format and link</b>           |  |
| <b>What they do, in one line</b> |  |

## "Tell me about yourself" (60 to 90 seconds)

| Present: what I do now, one thing I'm proud of | Past: how I got here | Future: why this role, now |
|------------------------------------------------|----------------------|----------------------------|
|                                                |                      |                            |

## Why this company? Why me?

|                                      |  |
|--------------------------------------|--|
| <b>Why this company</b>              |  |
| <b>Three reasons I fit</b>           |  |
| <b>A gap, and how I'll answer it</b> |  |

## My best stories (STAR)

Situation, Task, Action (what I did), Result (with a number). One story can answer several questions.

| Story | Situation and task | What I did | Result |
|-------|--------------------|------------|--------|
| 1.    |                    |            |        |
| 2.    |                    |            |        |
| 3.    |                    |            |        |
| 4.    |                    |            |        |

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

### Questions I expect

| Likely question                                     | Story or answer to use |
|-----------------------------------------------------|------------------------|
| Tell me about a time you disagreed with a teammate. |                        |
| What's your biggest weakness?                       |                        |
| Why are you leaving your current role?              |                        |
|                                                     |                        |
|                                                     |                        |

### Questions to ask them

- What does success look like in the first 90 days?
- What's the biggest challenge for the team right now?
- How do you like to work with the people on your team?
- \_\_\_\_\_
- \_\_\_\_\_

### After the interview

|                     |  |
|---------------------|--|
| What went well      |  |
| What to improve     |  |
| Thank-you note sent |  |
| Next step and date  |  |