

# **Interview Preparation Worksheet**

## **Appearance**

Plan for an upcoming or hypothetical interview by outlining the following:

Employer: \_\_\_\_\_

Position: \_\_\_\_\_

Interview outfit: \_\_\_\_\_

Footwear: \_\_\_\_\_

Jewelry: \_\_\_\_\_

Perfume/cologne? \_\_\_\_\_

Piercings to remove/cover? \_\_\_\_\_

Tattoos to cover? \_\_\_\_\_

## **Types of Interviews**

Of the three types of interviews, which do you prefer and why?

Which is your least favorite? How you could adjust your attitude in preparation for that type?

## **Things Employers Do and Don't Want to Hear**

Do you tend to talk too much or too little in an interview?

What can you do to improve that ratio?

What can you do to be fully informed about the position you're interviewing for?

Is there any personal information you should be conscious about not revealing? Tell how you will respond if it does come up in an interview.

What are some of your soft skills (character traits/work ethics) you should remember to highlight in an interview?

### **Preparing for Common Questions**

Tell me about a time when you...

Overcame a challenge:

Had a conflict with a customer/coworker/supervisor:

Accomplished something you were proud of:

Are you a cooperative employee (use **Proof by Example**)?

Tell me about yourself.

Why did you leave your last job?

What are some of your strengths?

What are some of your weaknesses?

Where do you see yourself in five years?

Do you have any criminal background?

Do you have any questions for us?