



Interview Preparation Worksheet

Just learned that you have an interview? Use this worksheet to get ready!

Company values?

Position qualifications / skills they are looking for?

These are the top 3 things the company needs to know about me that make me a good fit for the job:

- 1.
- 2.
- 3.

Outline "tell me about yourself" for this company and job:

PRESENT: Who are you? •

PAST: What have you done? •

FUTURE: Where are you headed? •

Stories that highlight my strengths and experience: **WHO** Method: **What** did I do? **How** did I do it? **Outcome**?

Greatest strength **W:**
 H:
 O:

Overcoming an obstacle **W:**
 H:
 O:

Area for development **W:** In the past, an area you identified that you wanted to strengthen—a.k.a. a "weakness"
 H: How are you working on it?
 O: What progress have you made so far?

Skill-based stories to match what they are looking for:

Skill #1 **W:**
 H:
 O:

Skill #2 **W:**
 H:
 O:

My career goals: Short term / long term and how does this position fit in?

Questions I want to ask the interviewer:

1. To learn more about the role:
2. To learn more about the expectations:
3. To learn more about the company culture:
4. To learn more about challenges or opportunities:

Developing a Strong Interview Foundation

Create a Story Bank:

Develop a collection of WHO stories (What you did, How you did it, and the Outcome you achieved) and draft them using Word or an Excel spreadsheet to have a number of examples ready to go for a variety of different interviews. Aim to have stories that highlight these common themes:

Communication

Decision Making

Teamwork

Creative / Development

Leadership

Analysis / Problem Solving

Prepare for common interview questions:

- Tell me about yourself
- Why do you want this job?
- Why should we hire you?
- What is your greatest strength?
- What is your greatest weakness?
- Tell me about a time you worked on a team and what role you played?
- What kind of people do you find it most difficult to work with?
- Give me an example of a time you had to communicate an unpopular idea or viewpoint. How did you handle it?
- Tell me about a time you made a mistake (or experienced failure). What did you do?
- Describe a time when you had to meet a challenging deadline. How did you make that happen?
- Where do you see yourself in five years?

Practice! Practice! Practice!

- **Use Big Interview** to record, watch, and evaluate your interview answers anytime, anywhere. <https://lcbuoregon.biginterview.com/>
- **Schedule a practice interview** appointment with Mohr Career Services and get constructive feedback. [Handshake](#) > Schedule an Appointment

Sample questions to ask the interviewer:

- Think of someone who has been successful in this role in the past. What made them excel?
- Can you tell me about the team I'll be working on? How big is it? How does this role contribute?
- What can you tell me about potential new projects, products, and company growth?
- Does the company offer any training and development? Is there room for advancement in the future?
- What are your goals for this position for the first 90 days? Year? How will success be measured?
- What have you enjoyed most about working here?
- What is the next step in the hiring process?

Prepare to follow up:

- Get a business card from the interviewer
- Create a "thank you" email template—then customize it for each interview / interviewer
- Follow the company on LinkedIn
- Consider reaching out to your interviewers to connect on LinkedIn (with a customized request)