

In the world of interviewing there is one sad but inevitable truth. The person who is best for the jobs does not always get the job. It is the person who interviews the best for the job that gets the job! There is no substitution for being prepared.

The interview prep worksheet is designed to specifically help you give the best interview you can. In order to do that it's important you understand a little bit about what you will experience during an interview. You may begin to feel a certain amount of stress. When you become stressed one of the first things that happens is you will start to lose your ability to access your long-term memory (details about things that happened more than 18 months ago). The most popular style of interview is a "behavioral based" interview where you need to provide examples of you've done in the past which will be an indicator of what you will do in the future.

This worksheet is designed so that you will be ready to share those successes from your most recent employers. What you want to do first is go through your last 3 positions and write down every accomplishment you can remember. Focus specifically on some areas like:

1. Where did you make the company money?
2. Where did you save the company money?
3. Where did you improve a process or procedure?

Once you have done that, focus on the right hand side of the page and look at each individual accomplishment and make some notes on what happened and how you tackled the situation.

1. What hurdles did you have to overcome?
2. Were you on time and on budget?
3. What were your actual results vs. expected results?
4. What would you do differently?

This exercise will help you be prepared and provide these examples from your long-term memory and be able to speak to them with confidence. The result will be you'll give a much better interview. **IF** you are scheduled for a telephone interview feel free to have this sheet lying in front of you while you are talking on the phone.

---

## Answering Experience Questions

---

- > Answers should be between 1-3 minutes in length
- > Structure your answers using the **S.T.A.R.C.H.** principle

<b>S</b> = situation	Explain the situation surrounding your example
<b>T</b> = task	What task were you trying to accomplish
<b>A</b> = action	What actions did you take to accomplish the task
<b>R</b> = results	What were the results of this action
<b>CH</b> = change	What would you do differently this time because of what you learned

- > The importance of "I" and "we"

When giving these answers make sure you use both the words "I" and "we" in your examples. If you only use the word "I" during your response you come across as arrogant and not team player. If you overuse the word "we" you appear as a follower who is incapable of function under their own initiative.

## Interview Preparation Worksheet

Reviewing your professional achievements – Start with your most recent employer – and focus on the issues that will relate to the position you are interviewing for.

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

List your accomplishments/achievements

List the strategy, tasks and how you generated results

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

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

List your accomplishments/achievements

List the strategy, tasks and how you generated results

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

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

List your accomplishments/achievements

List the strategy, tasks and how you generated results

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---