Interview Preparation Worksheet

Role: _____ Organisation: _____ Date: _____

Research the employer

What they do and who their customers are: _____

Recent news, projects or challenges: _____

Why I want to work here: _____

Match yourself to the role

Top requirements from the job description, and my evidence for each:

1. _____ Evidence: _____
2. _____ Evidence: _____
3. _____ Evidence: _____

STAR stories (Situation, Task, Action, Result)

Success I am proud of: _____

A mistake and what I learned: _____

A conflict or disagreement: _____

Working under pressure: _____

Leading or influencing others: _____

Solving a difficult problem: _____

Questions I will ask them

1. _____
2. _____
3. _____

Logistics

- ☐ Interview format confirmed (in person / video / phone)
- ☐ Location or link tested; travel time planned
- ☐ Interviewer names noted
- ☐ Copy of resume and job description ready
- ☐ Outfit chosen
- ☐ Thank-you message drafted for afterwards

Guide: www.flexyblogs.com/blog/star-method-interview-answers