

Interview Question Prep Worksheet

Prepare once. Walk in ready for anything.

This worksheet walks you through every category of interview question you are likely to face. Fill it in before each interview. You will not use every answer - but having them ready means you will never be caught off guard.

PART 1 - ROLE AND COMPANY

Fill this in first. Everything else builds on it.

Company name

Job title

Interviewer name(s)

Interview date and format

In one sentence, why do you want to work at this specific company?

In one sentence, why are you the right person for this specific role?

PART 2 - TELL ME ABOUT YOURSELF

This is almost always the first question. Write your answer as 3-4 sentences covering: who you are professionally, what you bring, and why you are interested in this role. Read it out loud - it should sound natural, not read.

My answer:

★ A strong answer covers where you have been, what you bring, and where you are headed. Keep it under 90 seconds. End by connecting to this specific role - not just your career in general.

PART 3 - MOTIVATION AND FIT QUESTIONS

Q1 Why do you want to work here?

Reference something specific - their mission, a recent initiative, their reputation, or the team. Generic answers are forgettable.

Q2 Why are you leaving your current or most recent role?

Be honest and forward-focused. Never criticize a former employer. Frame it as moving toward something, not running from something.

Q3 Where do you see yourself in 3-5 years?

Show ambition without overreaching. Connect your growth to what this role could offer.

PART 4 - STRENGTHS AND WEAKNESSES

Q4 What is your greatest strength?

Pick one strength that is relevant to this role. Back it up with a specific example - not just a claim.

Q5 What is your greatest weakness?

Be genuine. Pick a real development area, describe what you are actively doing about it, and keep it brief. Avoid strengths disguised as weaknesses.

My top 3 strengths for this role (with a brief example for each):

Strength	Brief example or evidence

PART 5 - BEHAVIORAL QUESTIONS (STAR FORMAT)

Use the STAR method for each: Situation, Task, Action, Result. Write a brief outline - not a script. You are preparing to tell a story, not recite one.

Q6 Tell me about a time you dealt with a difficult person or conflict at work.

Focus on YOUR actions, not theirs. Show maturity and resolution.

Q7 Describe a time you had to manage multiple priorities or a heavy workload.

Show how you stayed organized and what the outcome was.

Q8 Tell me about your most significant professional accomplishment.

Pick something specific and quantifiable. This is your highlight reel.

Q9 Describe a time something did not go as planned and how you handled it.

Show self-awareness, adaptability, and what you learned.

Q10 Tell me about a time you showed leadership or took initiative.

Does not have to be a management story. Any time you stepped up counts.

★ *Have 5-6 STAR stories ready before any interview. Most behavioral questions can be answered with the same stories - you just adjust what you lead with based on what the question is asking.*

PART 6 - ROLE-SPECIFIC QUESTIONS

Use the job description to anticipate what they will ask about. Write 3-4 questions you expect based on the role requirements and your prepared answers.

Q11 Question I am anticipating:

My prepared answer outline:

Q12 Question I am anticipating:

My prepared answer outline:

Q13 Question I am anticipating:

My prepared answer outline:

PART 7 - QUESTIONS TO ASK THE INTERVIEWER

Always have 4-5 questions ready. You will likely use 2-3. Good questions show strategic thinking and genuine interest. Write yours here before the interview.

Avoid asking about salary, benefits, or time off in a first interview unless they bring it up. Focus on the role, the team, and what success looks like.

1.

2.

3.

4.

5.

PART 8 - AFTER THE INTERVIEW

Fill this in within an hour of finishing while the details are fresh. It will help you write a strong thank you note and prepare for any follow-up rounds.

One thing that went well:

One thing I would answer differently:

Something specific we discussed that I can reference in my thank you note:

Interviewer's name(s) and email for thank you note:

Date I sent thank you note:

Promised follow-up date:

My gut feeling about this role:

★ Send your thank you note within 24 hours. Reference something specific from the conversation - not a generic 'I enjoyed learning about the role.' That specificity is what makes it memorable.

