

POWER INTERVIEWING - WORKBOOK

COACHING EXPECTATIONS

Please review our [Coaching Expectations](#). Many have found it helpful to have a dedicated career notebook readily available. A notebook allows you to write down ideas or assemble a list of tasks to complete following our session. It is not necessary to dress up for the practice; however, you should be prepared to discuss your clothing and webcam background.

DOCUMENT SHARING INSTRUCTIONS

Step 1. Instructions to **Make a Copy** of the Google Document

1. Click **"File"** (top left of your screen).
2. Select **"Make a copy..."** from the dropdown menu.
3. **Rename your copy** to include your first and last name.
4. **(Optional) Choose a folder** in your Google Drive to save it.
5. Click **"OK."** Your personal copy is now saved in your Drive.

Step 2. Instructions to **Share the Copy** Back with ProfessorP

1. Open the Copied Document: Navigate to your Google Drive and open the copied document.
 2. Click the Share Button: This can be found in the top-right corner of the document window and looks like a person with a "+" symbol next to them.
 3. Enter the Email Address: In the "Share with people and groups" dialog, type in the email address you want to share the document with (nick@professorp.com).
 4. Choose Permissions: Click on the pencil icon next to the email address field and choose "Editor" if you want to allow editing access, or "Viewer" if you only want to allow viewing access.
 5. (Optional) Add a message.
 6. Click 'Send': This will share the copied document with ProfessorP.
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 This workbook uses "Document Tabs," which appear in a vertical panel along the left side of your screen. If the tabs are not showing (e.g., My Resume), look for a narrow gray bar on the far left edge of your document. (It runs vertically along the side—and when you hover over it, it will say "Show tabs & outlines." Click that bar to open the tabs.)

DATE DATE		ASSIGNMENT	TIME	NOTES
	Before First Session	 Complete: Personal and Career Values Exercise and enter them within the “Pre-work” tab	30+ Minutes	
	Before First Session	 Take: The Gallup Top 5 CliftonStrengths Talent Assessment . You can retrieve your results here if you have already completed the assessment. Enter them within the “Pre-work” tab	25+ Minutes	
	Before First Session	 Read: <i>Setting the Stage</i>  Complete: Activities 1.1 through 1.4	90+ Minutes	
	Before First Session	 Read: Dress for Success	10+ Minutes	
	Before First Session	 Read: Body Language	10+ Minutes	
	Before First Session	 Read: Virtual Interviewing	10+ Minutes	
		 Refine: Responses to Activities 1.1 through 1.4, incorporating feedback from our session	30+ Minutes	
		 Read: <i>The Elevator Pitch</i>  Complete: Activities 2.1 through 2.3	2+ Hours	Remember to email your coach to have your draft (2.2) reviewed for feedback.
		 Read: <i>The First Interview</i>  Complete: Activity 3.1	30+ Minutes	
		 Read: <i>The Post-Interview Thank You Note</i>	10+ Minutes	
		 Complete: Activity 2.5 and 2.6 (The Elevator Pitch)	30+ Minutes	
		 Read: <i>The Second Interview</i>  Complete: Activities 4.1 and 4.2	2+ Hours	Remember to email your coach to have your draft

				(4.1) reviewed for feedback.
		 Refine: Activity 4.2	2+ Hours	
		 Read: The Final Interview	20+ Minutes	
		 Complete: Activity 5.1 (The Final Interview)	15+ Minutes	
		 Read: Leveraging References	30+ Minutes	
		 Read: Negotiation Compensation	15+ Minutes	
		 Prepare for Final Interview	2+ Hours	

NAME	
EMAIL ADDRESS	

PRE-WORK: VALUES EXERCISES			
Personal Values		Career Values	
1		1	
2		2	
3		3	
4		4	
5		5	

PRE-WORK: TOP 5 GALLUP CLIFTON STRENGTHS		
	Theme	Domain
1		SELECT ▾
2		SELECT ▾
3		SELECT ▾
4		SELECT ▾
5		SELECT ▾

RESUME	EMAIL A COPY IN MS WORD FORMAT TO HELLO@PROFESSORP.COM
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3 CHALLENGING QUESTIONS FOR WHICH YOU WANT TO PREPARE SOLID ANSWERS	
1	
2	
3	

TOP 5 QUESTIONS I “HOPE TO GOD” THE INTERVIEWER DOESN’T ASK

1

2

3

4

5

ACTIVITY 1.1: ELEVATOR PITCH ESSENTIALS

Setting the Stage (Page 6)

15 Minutes

Please answer the following questions and be prepared to discuss them with your coach. Each response should be no more than 3-4 sentences, so **be clear and concise**.

What are the most critical items you want to highlight in your elevator pitch?

Think about it this way:

- Describe your current and previous duties and what makes you unique.
- What are the top skills you want to be known for?
- How did you develop your current skillset?
- What are your best practices for success?

Client Response:

ACTIVITY 1.2 DEFINING YOUR PROFESSIONAL PERSONA

Setting the Stage (Page 6)

15 Minutes

Please answer the following questions and be prepared to discuss them with your coach. Each response should be no more than 3-4 sentences, so **be clear and concise**.

- Choose three adjectives that you believe best describe your professional persona. Provide a brief example or context demonstrating each one.
- What qualities or traits define your work ethic (what drives you)? Provide an example to support your claim.
- Why are you the best candidate for this position?

- Describe a scenario where you went beyond what others would typically do.

Client Response:

ACTIVITY 1.3:

Setting the Stage (Page 7)

15 Minutes

VALUE PROPOSITION: DEMONSTRATING YOUR IMPACT

Please answer the following questions and be prepared to discuss them with your coach. Each response should be no more than 3-4 sentences, so **be clear and concise**.

- What value do you bring to the organization?
- Can you describe a situation where you have contributed (directly or indirectly) to achieving organizational goals, whether financial, operational, or cultural?
- Have you been involved in any projects or initiatives that improved efficiency, market share, customer satisfaction, or team collaboration?

Your position costs the organization money. Regardless of your specific role, please consider how you can show that you contribute an equal or greater amount of value in return.

Client Response:

1.4 TELEPHONE PRE-INTERVIEW SCREENING

Setting the Stage (Page 10)

30 Minutes

Use the job posting you identified for this activity. Then, take some time to review and respond to the questions listed on the Telephone Pre-Interview Screening Form based on your job posting. How would you respond to each of these questions? Be prepared to share your initial responses with your coach.

Why are you interested in working for our company?

Client Response:

What reasons do you have for leaving your current (or most recent) job?

Client Response:

Have you ever been involuntarily terminated? If yes, explain.

Client Response:

Based on what you know about the position we are recruiting for, what skills and experience do you have that are directly related to this position?

Client Response:

What would your previous supervisors say are your strengths? What about weaknesses?

Client Response:

What work accomplishments are you most proud of?

Client Response:

What are your salary requirements?

Client Response:

This position is [FT/PT] with an expectation to work [number of hours per week and days of work]. Are you able to work that schedule?

Client Response:

If offered a position, when would you be available to start?

Client Response:

What questions can I answer for you?

Client Response:

1.5 TELEPHONE PRE-INTERVIEW SCREENING

Setting the Stage (Page 10)

20 Minutes

Share your initial responses from the Telephone Pre-Interview Screening Form with your coach. Refine your responses with your coach.

Client Notes:

JOB POSTING URL	
JOB POSTING TEXT (Copy/Paste the entire job posting here)	

ACTIVITY 2.1 - ELEVATOR PITCH: OUTLINE

20 Minutes

Client Response:

ACTIVITY 2.2 - ELEVATOR PITCH: FIRST DRAFT

Client Response:

 **Coaching Feedback:**

Before You Read My Feedback

Please take this as *guidance*, not instruction. You don't need to use any of it exactly as written. Take what helps, adapt what fits, and leave the rest. My tone and word choice *may* differ from yours, and that's intentional. The goal is simply to give you perspective and ideas to strengthen your own version.



EMAIL YOUR COACH TO REVIEW YOUR DRAFT

2.3 - ELEVATOR PITCH: SECOND DRAFT

Client Response:

2.5 - MESSAGE IMPACT: ASSESSING VISUAL, VERBAL, AND VOCAL ELEMENTS

Client Response:

2.6 - ELEVATOR PITCH: MASTERING YOUR PROFESSIONAL PITCH

Client Response:

3.1 - QUESTIONS TO ASK THE INTERVIEWER

TIME: 30+ MINUTES (SELF-DIRECTED)

Part 1. Review and reflect on your personal and career value exercises. Craft a question you could ask an interviewer for your top 5 career values.

Part 2. Review and reflect on your Gallup Clifton Strengths results. Craft a question you could ask an interviewer for each of your Top 5 Gallup Strengths. Be prepared to review your questions with your coach.

Career Values		Questions to Ask an Interviewer
1.		Client Response:
2.		Client Response:
3.		Client Response:
4.		Client Response:
5.		Client Response:

Gallup Top 5 CliftonStrengths		Questions to Ask an Interviewer
1.		Client Response:
2.		Client Response:
3.		Client Response:
4.		Client Response:
5.		Client Response:

4.1 - DEVELOP STORIES USING THE STAR METHOD

Think about times when you resolved conflicts, handled competing tasks, solved problems, took the initiative, failed, overcame an obstacle, achieved a big goal, worked under a deadline, worked on a team, and made decisions. These are common topics that could be discussed during an interview. Write eight stories from your past that will allow the interviewer to imagine the following areas: Leadership & Influence, Communication, Relationship Management, Stress, Project Management, Business Acumen & Innovation, Collaboration, and Policy & Procedure. Use the STAR Method model on the next page to help organize each story.

4-5 sentences each (results 3-4 sentences)

4.1.A (Leadership & Influence)

Situation:

Task:

Action:

Results:



Coaching Feedback:



Before You Read My Feedback



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4.1.B (Communication)

Situation:

Task:

Action:

Results:



Coaching Feedback:



Before You Read My Feedback



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4.1.C (Relationship Management)

Situation:

Task:

Action:

Results:

 Coaching Feedback:

 Before You Read My Feedback

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4.1.D (Stress)

 Coaching Feedback:

 Before You Read My Feedback

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4.1.E (Project Management)

 Coaching Feedback:

 Before You Read My Feedback

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4.1.F (Business Acumen & Innovation)

 Coaching Feedback:

 Before You Read My Feedback

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4.1.G (Collaboration)

 Coaching Feedback:

 Before You Read My Feedback

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4.1.H (Policy & Procedure)



Coaching Feedback:

● Before You Read My Feedback ●

Please take this as *guidance*, not instruction. You don't need to use any of it exactly as written. Take what helps, adapt what fits, and leave the rest. My tone and word choice *may* differ from yours, and that's intentional. The goal is simply to give you perspective and ideas to strengthen your own version.



**NOTIFY YOUR COACH THAT YOU HAVE COMPLETED THIS ACTIVITY
AND WAIT FOR FEEDBACK**

4.2 - IMPROVE STORIES USING THE STAR OR PAR METHOD

TIME: 60+ MINUTES

Once you receive feedback from your coach on your STAR stories, review it carefully and make any necessary changes before finalizing your responses. Treat the feedback as guidance, not instruction. You don't need to follow every suggestion exactly as written. Use what helps, adapt what fits, and leave the rest. Everyone's communication style is different, and that's intentional. The goal is to give you perspective and ideas to strengthen your own versions.

When your stories feel polished and authentic, begin to practice. You can use a mirror to observe your delivery or rehearse with a friend in a mock conversation. Aim for a tone that sounds natural, not rehearsed. You should be ready to share your refined STAR stories with your coach over Zoom during your next session.

4.2.A (Leadership & Influence)

4.2.B (Communication)

4.2.C (Relationship Management)

4.2.D (Stress)

4.2.E (Project Management)

4.2.F (Business Acumen & Innovation)

4.2.G (Collaboration)

4.2.H (Policy & Procedure)



**DISCUSS YOUR
RESPONSES WITH YOUR
COACH
AT YOUR NEXT SESSION**

4.4 - NAVIGATING COMMON INTERVIEW QUESTIONS

Each of your STAR stories should be flexible and used to answer multiple interview questions, depending on how you frame it. Review the *Common Interview Questions* document and choose 3 different questions that each of your STAR stories could be used to answer.

4.2.A (Leadership & Influence)

1.

2.

3.

4.2.B (Communication)

4.2.C (Relationship Management)

4.2.D (Stress)

4.2.E (Project Management)

4.2.F (Business Acumen & Innovation)

4.2.G (Collaboration)

4.2.H (Policy & Procedure)



**DISCUSS YOUR RESPONSES WITH YOUR COACH
AT YOUR NEXT SESSION**

 ProfessorP - Virtual Interview Organizer

FAQS FOR FIRST-TIME GOOGLE DOCS USERS

1. **Do I need to save my document before I close it?**

No need to worry about saving! Google Docs automatically saves your changes in real time. You can close the document anytime, and your updates will still be there when you come back.

2. **Do I need to install any special software to use Google Docs?**

Nope! Google Docs is completely web-based. You just need internet access and a web browser (like Chrome, Edge, or Safari) to use it.

3. **Can I track edits or recover something I deleted?**

Yes! Google Docs automatically saves every change in real time and keeps a detailed version history. You can review what's been edited and even restore earlier versions anytime by going to **File > Version history > See version history**.

4. **Can I download my résumé to Microsoft Word or PDF?**

Absolutely! Go to **File > Download** and choose Microsoft Word (.docx), PDF, or other formats anytime.

5. **Do I need to be online to edit my document?**

Yes, you need to be connected to the internet to edit in real time.

6. **Can we both edit the document at the same time?**

Yes! One of the best features of Google Docs is real-time collaboration. You'll see my updates as I type, and we can work on the résumé together live.

7. **How do I leave comments or ask questions in the document?**

Highlight the text you want to comment on, then click the little speech bubble icon with the "+" sign (or right-click and choose **Comment**). This lets you ask questions or suggest edits without changing the main content.