



Interview Preparation Worksheet



Leading up to the interview

Ensure you have the time/place/format correct, understand expectations for dress, test out any technology being used, and prepare questions you have about the company or position.

What to have with you

List the items you want to have on hand for reference.

Describe yourself

Practice talking about yourself out loud. How do you describe yourself, your goals & aspirations, and your background in a CONCISE manner?

Practice

Practice answering questions and talking about yourself. Practice (and ask for feedback about) your mannerisms or the way in which you present yourself.

Company / position research

Understand the mission / vision / values of the company. Be prepared to talk about your understanding of the position and expectations of where the company is going in the next few years.

Thanks & Follow Up

Be gracious during the interview, send an email thanking the interviewers, and consider a hand-written note as an additionally expression of gratitude. It's okay to ask about the timeline expected for more information.



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Considerations

Timeliness: Early is always a good rule (whether in person or online). Understand how long it takes to drive to the location or the functionality of the online platform. Take a practice drive to the location. Log on and test your background, headphones and camera so they don't cause delays.

Practice: It can't be said enough. Practice is helpful. Access the BCEC so you can practice with a Career Coach and collect some feedback. The BCEC has resources to support practice on your own and for online interviews. Practice your handshake!

Everything counts: Your interview started when you made your first personal contact with your interviewers. That may have been an email, with your résumé, on a ride up the elevator, in the parking lot, or your interactions with others from the company or on site. Be your best!

Before you leave for your interview

Prepare questions you have for your interviewers. You are interviewing them in the same way they are interviewing you. Do you want to work with them? How do they describe their experience at the company? Does the company have a bright future? Do your values align with the company's?

Be prepared for the basics. "Tell me about yourself?" "Why are you interested in working here/in this position?"

Be ready to be positive. Leave any negative thoughts or experiences that may impact your presentation of yourself at home for the day. Today is the day for a positive impression.

Bring something to write on or take notes. A clean, neat legal pad can work or something more formal like a portfolio folder.

Specific recommendations from Saint Michael's College

Understand the experiences you have listed on your résumé or that apply to this job so you can give examples of HOW you might perform during your interview. Answers that include, "For example..." are helpful.

Be yourself. You want to get the job on your own merit. You are great. Show them who you are.

It is okay to ask for a few minutes to think, to ask them to ask the question a different way, or to ask if you can come back to a question later.

Most interview questions do NOT have right and wrong answers. The questions often explore how you think and act. You should avoid expressing "I don't know" and be confident offering an opinion.

Make an appointment with a Career Coach:

