

Interview Preparation Checklist

Self Assessment

- reflect on the traits which make you valuable
- reflect on the traits with which you struggle
- list them below

My professional strengths



My professional weaknesses



Story Time

Create 3-5 work or school related stories to highlight each of these.

- List 5 story prompts for strengths here. Open a document and begin writing the story.



- 1.
- 2.
- 3.
- 4.
- 5.

- List 5 story prompts for weaknesses here. Open a document and begin writing the story.

1.

2.

3.

4.

5.

Download the Common Interview Questions PDF

- For each question choose one of your stories which could appropriately answer the question.
- Rehearse your reply.
- Rehearse some more.
- Rehearse in front of a mirror.
- Record yourself answering the questions.
- Have someone ask you the questions.
- Schedule a mock interview.

However you go about it, do not skip this last step. Rehearsal and the act of speaking your stories out loud is key to increasing your confidence level. You do not want to come across robotic (memorized) or dumbfounded (unprepared or not rehearsed enough).