Interview Question Preparation Worksheet

Use this form to write down people who could help you with practice interviews and to collect potential questions and answers that you’d like to prepare to answer.

# Common Questions

List some of the common questions you’ve been asked before. Do a web search to find other common questions for your industry, role, level of experience. Write down potential answers that focus on what you can do for the employer, and why you’re the best fit to do it for them.

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| --- | --- | --- |
| **Question** | **Answer** | **Notes/Tips** |
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# Interview Practice

Here are some spaces to take notes and come up with ideas for practice runs.

List 5 people you could ask to do a mock interview with you. (You don’t have to do 5; this is just a good opportunity to gather people who’d be willing to help.) You can also decide how you’ll complete the interview. Will you practice via Skype since many employers are turning to online and mobile interview options?

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| --- | --- | --- | --- |
|  | **Name** | **Type of interview (phone, web, in-person)** | **Notes/Tips** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

# Interview Tracking

Use this space to track your actual interviews, including when they happen, who you talk to, what their role and department are, and the job you applied for. Of course, you can add more columns to capture even more detail, such as when you plan to follow up with the company if you haven’t heard back on the status of the role.

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| **Company Name and Role Applied For** | **Interviewer, Department, Title** | **Interview Date** |
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