

# INTERVIEW PREPARATION WORKBOOK

Build confidence, clarity and readiness

## Before the Interview

### 1. Research the Organisation

Company name: \_\_\_\_\_

What they do:

\_\_\_\_\_

Their values or mission:

\_\_\_\_\_

Why I want to work here:

\_\_\_\_\_

### 2. Understand the Role

Job title: \_\_\_\_\_

Key responsibilities listed:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Skills they're looking for:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

How my experience matches:

\_\_\_\_\_  
\_\_\_\_\_

### 3. Practical Preparation Checklist

- Interview time and location confirmed
- Resume printed or saved
- Appropriate outfit prepared
- Transport planned
- 2–3 questions prepared for interviewer
- Contact number saved in case of delay

### Common Interview Questions (Prepare Your Answers)

**Tell me about yourself.** Draft a Response.

Tip: Present, past and future.

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### What are your strengths?

Choose 2–3 relevant to the role.

Strength 1: \_\_\_\_\_

Example: \_\_\_\_\_

Strength 2: \_\_\_\_\_

Example: \_\_\_\_\_

### Why should we hire you?

How do your skills meet their needs?

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## Behavioural Questions & START Method

For questions like:

- Tell me about a time you solved a problem
- Describe a time you worked in a team
- Tell me about a mistake you made
- Describe a time you handled pressure

Use your START worksheet:

S – Situation

T – Task

A – Action

R – Result

T – Takeaway

**Tip:** Focus on what YOU did and what you learned.

Skills demonstrated in this example:

- Communication
- Problem-solving
- Leadership
- Time management
- Teamwork
- Adaptability

**Tell me about a challenge you faced. Use START method (see worksheet).**

Key example I will use:

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# START WORKSHEET

Choose a question that you want to prepare for an interview. Think of a strong example from your experience and use the worksheet to formulate your START answer.

**Question:**

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**Situation or Task (ST):**

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**Action (A):**

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**Result (R):**

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**Take Away (T):**

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## Explaining Employment Gaps (If Relevant)

If you've had time away from work due to health, study or personal reasons, keep your explanation:

- Honest
- Brief
- Professional
- Forward-focused

Example phrasing:

“During that period I focused on managing a medical matter and developing my skills. I'm now ready and motivated to return to work.”

Draft your version here:

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**Remember:** You are not required to disclose detailed medical information.

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Notes:

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## Workplace Disclosure & Adjustments

You may choose to disclose a health condition if:

- You need reasonable adjustments
- It affects workplace safety
- It impacts job requirements

You do NOT have to disclose if it does not affect your work.

Possible adjustments:

- Flexible hours
- Work-from-home options
- Time off for medical appointments
- Modified duties temporarily

My decision about disclosure:

- I will disclose
- I will not disclose
- I will decide after receiving an offer

Notes:

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## After the Interview Reflection

What went well?

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What could I improve?

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Did I feel respected and comfortable?

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Follow-up email sent?

Yes  No

## Final Confidence Reminder

- You were invited because you are qualified.
- Interviews are conversations, not interrogations.
- Preparation builds confidence.

## “Questions You Can Ask the Interviewer”

Examples:

- What does success look like in this role?
- What are the biggest challenges in the first 3 months?
- How do you support professional development?
- What are the next steps in the process?

Notes:

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