

# Interviewing Worksheet



10 Easy Steps  
to get the  
Job You Want!

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ReadySet HIRED! Worksheets are intended to be used as a guide. The elements listed are some of the things you need to consider at particular stages of your job search. The worksheets are by no means absolute, so don't feel you have to complete every item in order to proceed. They are also not exhaustive, so there are likely "other" elements you might want to consider that are not on the worksheets, depending on your particular situation and requirements. If you see the symbol †, refer to the related Reference Sheet for more information. Revisit the worksheets often to revise and recalibrate them as necessary based on your successes and challenges.

## Have a SMART Interview

Specificity	Measurability	Attitude	Relevance	Timing
My answers are clear and appropriately detailed using the "SAR" approach.	I provide quantifiable examples to support my answers whenever possible.	I'm professional and personable, and I have a positive attitude.	My answers relate to the question asked, and I don't ramble on.	I understand there is limited time during an interview so I keep my answers brief but interesting.

## 3 Steps to a Great Interview

### 1. Research

a) What do I know about the industry?

  

b) What do I know about the company?

  

c) What do I know about the job?

  

d) What do I know about the interviewers? (names, titles, etc.)

  

### 2. Preparation

a) Why am I interested in this position?

  

b) Can I address each point on my resume? What examples can I provide if probed?

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c) What do I think some general interview questions might be? How will I answer them?

Question:

Answer:

Question:

Answer:

Question:

Answer:

d) What do I think some behavioral interview questions might be? How will I answer them using the SAR approach?

Question:

Answer:

Question:

Answer:

Question:

Answer:

## 3. Logistics

a) Where is the interview and at what time?

b) How will I get there (car, public transportation) and what is my route? Do I have a map and information about parking, etc.?

c) What am I going to wear? Did I get my haircut? Suit cleaned? Shoes shined? Do I have an umbrella in case of rain?

For more details to help you prepare for your interview, be sure to review:

- Step 5. Interviewing on the ReadySet HIRED! website
- Interviewing Checklist